



# **SIS – Simplified Invoicing and Settlement**

## **SIS Participation Guide**

**December 2025**

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Revision History

| ISPG Version | Date Published | System Release  | Deployment Date |
|--------------|----------------|-----------------|-----------------|
| 3.0          | September 2010 | Project Updates |                 |
| 3.1          | February 2011  |                 |                 |
| 3.1.1        | March 2011     |                 |                 |
| 3.2          | May 2011       | 1.0             | Oct P1 2011     |
| 3.2.1        | February 2012  | 1.1             | May P1 2012     |
| 3.2.2        | December 2012  | 1.2             | Nov P1 2012     |
| 3.3          | February 2013  | 1.3             | May P1 2013     |
| 3.3.1        | September 2013 | 1.4             | Nov P1 2013     |
| 3.3.2        | February 2014  | 1.5             | May P1 2014     |
| 3.4          | September 2014 | 1.6             | Nov P1 2014     |
| 3.5          | January 2015   | 1.7             | May P1 2015     |
| 3.6          | January 2016   | 1.8             | May P1 2016     |
| 3.7          | September 2016 | 1.9             | Nov P1 2016     |
| 3.8          | January 2017   | 1.10            | May P1 2017     |
| 3.8.0.1      | August 2017    | 1.11            | Nov P1 2017     |
| 3.9          | January 2018   | 1.12            | May P1 2018     |
| 3.9.0.1      | August 2018    | 1.13            | Nov P1 2018     |
| 4.0.0.0      | February 2019  | 1.14            |                 |
| 4.0.0.1      | March 2019     |                 |                 |
| 4.0.0.2      | April 2019     |                 |                 |
| 4.1.0.0      | September 2019 | 1.15            | Nov P1 2019     |
| 4.2.0.0      | February 2020  | 1.16            | May P1 2020     |
| 4.3.0.0      | January 2024   | 1.17            | Mar P1 2023     |
|              |                | 1.18            | Jun P3 2023     |
|              |                | 1.19            | Dec P1 2023     |
| 4.4.0.0      | December 2025  | 1.20            | Feb P3 2024     |
|              |                | 1.20.3.0        | May P1 2024     |
|              |                | 1.20.6.0        | Aug P1 2024     |
|              |                | 1.21.3.0        | Mar P3 2025     |
|              |                | 1.21.4.0        | Apr P2 2025     |
|              |                | 1.21.7.0        | Jul P4 2025     |
|              |                | 1.22.0.0        | Jan P1 2026     |

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## 1 Introduction

The Simplified Invoicing and Settlement (SIS) platform aims to simplify e-invoicing and e-reporting, and remove paper from the entire process, delivering tangible financial benefits to the industry. "Integrated Settlement" (IS) is based on the principles of completely paperless billing, invoicing, and settlement.

The SIS solution will encompass Passenger, Cargo, Miscellaneous and UATP interline billings and ICH, ACH as well as bilateral settlements. In many ways, interline settlement with SIS will be analogous to today – a carrier will still prepare billings (Original, Rejections, Billing & Credit Memos, correspondence, etc. will all continue to exist) which are then sent to ICH/ACH for settlement and from there to the billed carrier as part of a single integrated electronic process. However, within this framework, changes will need to be made to support the paperless processes (including choosing and implementing one or more file formats, uploading supporting documents, ceasing shipments to the billed carrier, and ensuring that legal considerations are addressed).

### 1.1 Purpose of this Document

This purpose of this document is to provide details about the interfaces and processes to be followed by carriers in order to participate in SIS' Miscellaneous and/or UATP Billing Categories. It brings together the solutions jointly agreed by the following SIS Working Groups (WG):

- Miscellaneous  
Set standards for Miscellaneous billing, financial control and the legal aspects of e-invoicing
- UATP  
Defined the processes related to UATP billings, including Chargebacks and Rejections
- ICH Operations and ACH  
Defined the interfacing process with the Clearing House and the processes around settlement

The above WGs also jointly defined the processes related to handling of supporting documents as well as the migration process.

This document describes the interface file formats and explanation of the various record structures including the validation checks that would be carried out on them.

The intended audience of this document includes:

- Participant's IT Department and Revenue Accounting System Providers  
To understand the impact of the changes to the Interline Billing and Settlement process due to SIS
- Financial System Providers  
To understand the interfacing requirements for billing Miscellaneous invoices and to carry out automated posting and reconciliation
- Revenue Accounting and Finance Department of the Participants  
To understand and assess the impact of potential changes to the existing business processes

This document is not a User Guide of the SIS System. Hence it does not contain details of how the Participant will interact with the online interface provided by SIS. The User Guide document is available on the SIS website ([www.iata.org/sis](http://www.iata.org/sis)).

**Note:** Should there be any conflict between the contents of the ISPG and any rule in the Revenue Accounting Manual, the RAM rule in question shall prevail.

## 2 Overview of SIS

### 2.1 SIS Process

SIS is a collection of tightly integrated processes.

A majority of the functionality is optional and depends on the Participant's need and/or transaction types. The channels are ALTERNATES – Participants choose which they will use for outgoing transmissions, and which for incoming transmissions. The outgoing transmission choice of the Billing Entity does not affect the incoming transmission choice of the Billed Entity.

Figure 1 provides an overview of the Billing and Settlement process in SIS.

Figure 2 provides the details of the processes within SIS. The "purple" colour coded boxes are related to Passenger Billing Process. The "red" colour coded boxes are related to the e-invoicing process.

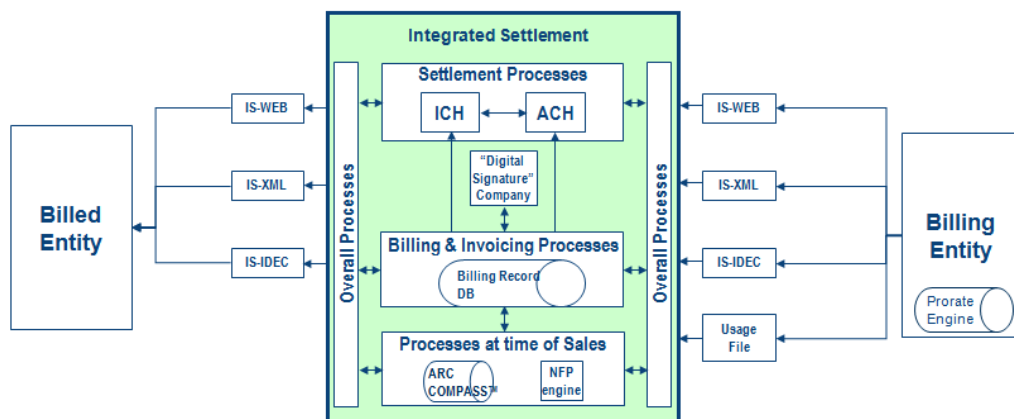


Figure 1: Interline Billing and Settlement Process in SIS

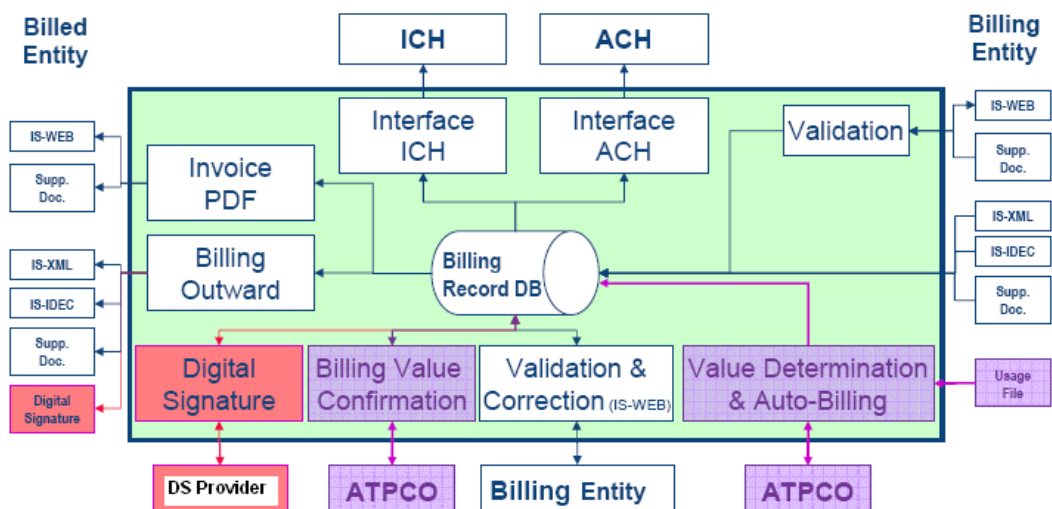


Figure 2: Processes within SIS

### At Time of Billing

- The Billing Entity submits all billings (Miscellaneous and UATP) via its choice of IS-XML, or IS-WEB. (IS-XML is a file format; IS-WEB is a web interface which allows the online creation of invoices and submissions, access to which is controlled via the Member Profile.) These submitted values may either include values from the Billing Entity's prorate engine or values received at time of sales.
- Before a submission is accepted, a number of fields will be validated and the file or invoice will be rejected if validation is not passed. The Billing Entity will be able to correct the invoice online via IS-WEB, or delete and resubmit the file or the invoice.
- The Billing Entity will upload or attach all supporting documents, in electronic format, which will be stored in the Central File Repository.
- Rejections will be created and submitted as part of the billing file. Audit trail functionality, offered via IS-WEB, will allow the Participants to see the entire sequence of Rejection Memos (and Correspondences), supporting documents. When attaching supporting documents, only the new documents will have to be uploaded as previous documents will be stored.
- Similarly, correspondence will be submitted via IS-WEB and will take advantage of the audit trail and Central File Repository.

### At Time of Settlement:

- *At the time of settlement, SIS will create the settlement files on behalf of the Billing Entity. (The Billing Entity cannot submit its own settlement file directly to the Clearing House.)* When required by a Participant, the invoice will be digitally signed and/or stored.
- The Billed Entity will receive billings, settlement data, and invoices with supporting documents via its choice of IS-XML, or IS-WEB and can load the data directly into its Revenue Accounting and/or Financial Accounting system. Since the files will be driven from the same source, no reconciliation between electronic invoice records and settlement will be required.

### At Any Time (Unrelated to any specific billings)

In addition to the functionality described above, there are several processes and dozens of values that need to be recorded or updated per airline. In order to deal with the potential complexity of the SIS solution, there is a centralized Member Profile that stores all relevant data. The values can be updated via IS-WEB which will have fine-grained access control permissions for multiple users.

### Miscellaneous Invoices

Miscellaneous (M) items will be the only transactions that are a part of Miscellaneous invoices.

With SIS, Miscellaneous invoices, including supporting documents, must go through SIS in order to be settled.

The most commonly used Miscellaneous invoices have been identified and have received a unique key (Charge Category and Charge Code). This unique key allows for automated posting of almost all of the invoices plus automated reconciliation for some depending on the billed carrier's internal system capabilities.

The data fields necessary for automated posting will be mandatory and validated.

## 2.2 Available Formats

The various Input and Output formats for submitting/receiving Invoice data in SIS is as follows:

| Processes   | Input & Output Formats |         |        | Input |
|---|------------------------|---------|--------|-------|
|   | IS-IDEA                | IS- XML | IS-WEB | R50   |
| <b>Miscellaneous and UATP</b>                     |                        |         |        |       |
| Miscellaneous                                     |                        | X       | X      |       |
| Miscellaneous Rejections                          |                        | X       | X      |       |
| Miscellaneous Correspondence                      |                        |         | X      |       |
| Audit Trail<br>Rejection & Correspondence History |                        |         | X      |       |

## 2.3 Format Conversion

One of the major benefits for the Billed Entity is the different formats available and the ability for SIS to convert between them.

**The Billed Entity is no longer dependent on the technical capabilities of the Billing Entity.**

Through the Member Profile the Billed Entity defines which transaction should be delivered in which format.

All submissions go through format conversion and then through validation upon receipt by SIS. SIS only converts data received via IS-XML and IS-WEB – however, it does not convert the format of attachments.

## 2.4 Validation

SIS is responsible for validation of incoming data in all formats.

All submissions go through format conversion and then through validation upon receipt by SIS.

The following types of validation provide a high-level overview so that SIS Participants may better understand the thoroughness of the checks on submitted data and the quality of data received:

- Mandatory Fields or Records or Sequence  
(e.g. Charge Code, etc.)
- Formats of Fields  
(e.g. value must be a number, or value is a number greater than 0)
- Conditional Fields or records – Mandatory if certain conditions are met  
(within single line-item, invoice or across all line-items in SIS)
- Fields Containing Specific Values  
(e.g. value must be one of a list of pre-defined codes, or value is the sum of other fields)
- Fields Containing Specific Values based on Member Profile
- Fields which must contain a unique number within a certain time period  
(e.g. Invoice Number)
- Data in fields must be valid according to Master Tables of SIS and ICH  
(e.g. Currency, Airline Code, Period Number etc.)
- Total Checks (of all value fields) within
  - A line-Item and its Line-Item Details
  - An invoice total and its Line-Items
  - A file and its invoices
- Time limits according to RAM
- Correct sequence of Rejection and Correspondence
- References  
(e.g. reference to original billing on RM must be valid)

Validation can occur across a Line-Item & Line-Item Detail relationship. For example, a Line-Item can be mandatory based on a value in a field in the Line-Item.

Additionally, validation can occur across multiple invoices from two different entities. For example, references to a previous invoice located on a rejection may be checked to make sure that the previous invoice exists and was billed against the rejecting entity.

**Data Not Validated:**

- That the Billing Entity is entitled to do billing
  - Anything related to WHAT is billed and HOW the value is calculated
- Correctness of Supporting Documents

The detailed validation performed on the input records are defined in [Chapter 11](#) along with the Record structure definition. The outcomes of validation (including file deletion or online correction) are discussed in the relevant SIS Validation sections.

## 2.5 Costs Associated with SIS

SIS, like other IATA industry services, will be run on an operational cost-recovery basis. Refer to Attachment A – Pricing Schedule of the Standard Agreement for SIS Participation to get idea detailed explanation of the costs related with using SIS. This document is available on the IATA/SIS Website.

SIS provides detailed reports for the Participants to analyze the different elements charged. number of transactions processed, amount of supporting attachment data uploaded, no of invoices digitally signed etc. This is available on IS-WEB to be used as and when required.

A sample report is shown below:

| Query Criteria                     | Optional? | Permitted Values if Any                                  |
|------------------------------------|-----------|--|
| From Billing Period / Month / Year | Mandatory | By default set to the current open period / month / year |
| To Billing Period / Month / Year   | Mandatory | By default set to the current open period / month / year |
| Download File Format               | Mandatory | By default is set to MS-Excel                            |

| Member Code | Billing Year | Billing Month | IS Invoice Format | of invoices submitted in this period | Transactions Group A |     |     |      |               |               |              |                              |                                |                       |                         |               |              |                                  | Transactions Group B |                 |                   |                 |                 |     |     |     |      |     |     |     |      |     | Supporting Documents - (SAs) |     |      |     | Digital Signature (Invoices Sett) |     |      |     | Digital Signature & Validation |     |      |   | e-Archiving |  |  |  |
|-------------|--------------|---------------|-------------------|--------------------------------------|----------------------|-----|-----|------|---------------|---------------|--------------|------------------------------|--------------------------------|-----------------------|-------------------------|---------------|--------------|----------------------------------|----------------------|-----------------|-------------------|-----------------|-----------------|-----|-----|-----|------|-----|-----|-----|------|-----|------------------------------|-----|------|-----|-----------------------------------|-----|------|-----|--------------------------------|-----|------|---|-------------|--|--|--|
|             |              |               |                   |                                      | PAX                  | CGO | MSC | UATP | Prime Coupons | Billing Memos | Credit Memos | Sampling Pre-Invoice Coupons | Sampling Digit. E-mail Coupons | Auto Billing Requests | Original Billing (AVIB) | Billing Memos | Credit Memos | Rejection Memos (incl. Sampling) | Sampling JAF Coupons | Conseps Indices | Rejection Indices | Conseps Indices | Conseps Indices | PAX | CGO | MSC | UATP | PAX | CGO | MSC | UATP | PAX | CGO                          | MSC | UATP | PAX | CGO                               | MSC | UATP | PAX | CGO                            | MSC | UATP |   |             |  |  |  |
| AF-257      | 201104       | 2             | 2                 | 0                                    | 0                    | 0   | 0   | 0    | 0             | 0             | 0            | 0                            | 0                              | 0                     | 0                       | 0             | 0            | 0                                | 0                    | 0               | 0                 | 0               | 0               | 0   | 0   | 0   | 0    | 0   | 0   | 0   | 0    | 0   | 0                            | 0   | 0    | 0   | 0                                 | 0   | 0    | 0   | 0                              | 0   | 0    | 0 | 0           |  |  |  |
| AF-257      | 201104       | 2             | 2                 | 0                                    | 0                    | 0   | 0   | 0    | 0             | 0             | 0            | 0                            | 0                              | 0                     | 0                       | 0             | 0            | 0                                | 0                    | 0               | 0                 | 0               | 0               | 0   | 0   | 0   | 0    | 0   | 0   | 0   | 0    | 0   | 0                            | 0   | 0    | 0   | 0                                 | 0   | 0    | 0   | 0                              | 0   | 0    | 0 | 0           |  |  |  |
| AF-257      | 201104       | 2             | 2                 | 0                                    | 0                    | 0   | 0   | 0    | 0             | 0             | 0            | 0                            | 0                              | 0                     | 0                       | 0             | 0            | 0                                | 0                    | 0               | 0                 | 0               | 0               | 0   | 0   | 0   | 0    | 0   | 0   | 0   | 0    | 0   | 0                            | 0   | 0    | 0   | 0                                 | 0   | 0    | 0   | 0                              | 0   | 0    | 0 | 0           |  |  |  |
| AF-257      | 201104       | 2             | 2                 | 0                                    | 0                    | 0   | 0   | 0    | 0             | 0             | 0            | 0                            | 0                              | 0                     | 0                       | 0             | 0            | 0                                | 0                    | 0               | 0                 | 0               | 0               | 0   | 0   | 0   | 0    | 0   | 0   | 0   | 0    | 0   | 0                            | 0   | 0    | 0   | 0                                 | 0   | 0    | 0   | 0                              | 0   | 0    | 0 | 0           |  |  |  |

### 3 Miscellaneous Billings – Impact of SIS on Financial Accounting

#### 3.1 Overview

Today, Miscellaneous Billings between airlines is a completely paper based process. There is no mechanism to exchange the invoice information in an electronic format. As part of SIS, the various types of Miscellaneous Invoices were analyzed and categorized into different groups. The data requirement of each type of Miscellaneous invoice was defined. The existing IATA Aviation Invoice XML standard was extended to support the electronic exchange of different types of Miscellaneous Invoices.

This section describes the various Miscellaneous Invoice types that will be supported by SIS. The details of the IS-XML Record Structures and validations are defined in [Chapter 11](#).

#### 3.2 Invoice Types Overview

The Miscellaneous invoices have been combined into "Charge Codes" which are further grouped under the appropriate "Charge Category".

**Charge Category:**

- Distinguishes the broad category of services being billed on an invoice.
- Used by the recipient to decide which IT system or department needs to receive the invoice (work flow)
- For e.g.: *Ground Handling, Engineering* etc

**Charge Code:**

- Specifies the nature of the service charged within a Charge Category
- For e.g.: *Mishandling Baggage, Ramp Handling* services within Charge Category *Ground Handling*

A Miscellaneous Invoice in SIS can have only one Charge Category but one or more Charge Codes associated with the specific Charge Category.

The combination of Charge Category and Charge Code will determine the fields to be used for account posting and reconciliation. The following sections give a

- Description of the Charge Category
- Charge Codes under each Category
- Description of Charge Code
- Mandatory & Recommended Fields for the combination of Charge Category & Charge Code. These fields are required over and above the other Mandatory and Legal Fields defined in the IS-XML Specification. The listing of these fields is given below: These are referred to as "**Generic Fields**" in the IS-XML Specification

```

TransmissionHeader
  TransmissionDateTime
  Version
  BillingCategory
Invoice
  InvoiceHeader
    InvoiceNumber
    InvoiceDate
    InvoiceType
    ChargeCategory
    SellerOrganization
      OrganizationID
      OrganizationDesignator*
      LocationID**
      OrganizationName1*
      OrganizationName2*
  
```

TaxRegistrationID\*  
CompanyRegistrationID\*  
ContactName\*\*\*  
ContactDetails\*\*\*  
    ContactType\*\*\*  
    ContactValue\*\*\*  
    Description\*\*\*  
Address\*  
    AddressLine1\*  
    AddressLine2\*  
    AddressLine3\*  
    CityName\*  
    SubdivisionCode\*  
    SubdivisionName\*  
    CountryCode\*  
    CountryCode\_ICAO\*  
    CountryName\*  
    PostalCode\*  
BuyerOrganization  
    OrganizationID  
    OrganizationDesignator\*  
    LocationID\*\*  
    OrganizationName1\*  
    OrganizationName2\*  
    TaxRegistrationID\*  
    CompanyRegistrationID\*  
    ContactName\*\*\*  
    ContactDetails\*\*\*  
        ContactType\*\*\*  
        ContactValue\*\*\*  
        Description\*\*\*  
    Address\*  
        AddressLine1\*  
        AddressLine2\*  
        AddressLine3\*  
        CityName\*  
        SubdivisionCode\*  
        SubdivisionName\*  
        CountryCode\*  
        CountryCode\_ICAO\*  
        CountryName\*  
        PostalCode\*  
PaymentTerms  
    CurrencyCode  
    SettlementMethod  
ISDetails  
    DigitalSignatureFlag  
Attachment  
    AttachmentIndicatorOriginal  
LineItem  
    LineItemNumber  
    ChargeCode  
    Description  
    StartDate

EndDate  
 Quantity @UOMCode  
 UnitPrice @SF  
 ChargeAmount @Name  
 TotalNetAmount  
 InvoiceSummary  
 LineltemCount  
 TotalLineltemAmount  
 TotalAmount  
 TransmissionSummary  
 InvoiceCount  
 TotalAmount @CurrencyCode

*\* These fields are Invoice reference data fields.*

*\*\* If the Invoice reference data is to be taken from a Location ID defined in the Member Profile, then this field should be populated. This is not required if the reference data is derived from the 'Main' Location ID.*

*\*\*\*These fields are optional and may be provided if there is a need to state the contact name and details of the Billing/Billed Entity. Note these fields are not a part of the Location ID definition and hence will have to be provided even if the Location ID has been stated.*

#### Mandatory and Recommended Fields based on Charge Category-Charge Code combination

**Mandatory fields** based on Charge Category-Charge Code combination are those which are required on an invoice to enable automatic reconciliation for the Billed Entity. The invoice will fail validation if these Mandatory values are not provided. These fields are listed in the next section. During the migration period if a Participant is not able to provide relevant data to all Mandatory fields, SIS will allow population of some default values in some of these fields so that the Invoice can be successfully validated. This facility is provided to allow Participants sufficient time to enhance their financial systems to provide the relevant data. The e-Invoicing Standards Working Group will review this process from time to time and decide when such a practice should be discontinued.

The following default values (or **Substitutions**) are currently permitted:

| Mandatory field  | Substitutes allowed                                 |
|--|---|
| If a Mandatory field is such that an Alphabetic or Alphanumeric set of characters are expected (For e.g. Aircraft Registration Number) | Numeric value zero '0' can be used as a substitute  |
| If a Mandatory field is such that a Date value is expected (For e.g. Flight Date)  | Default date 01/01/2000 can be used as a substitute |
| If a Mandatory field is such that a Numeric value is expected (For e.g. Passenger Count)   | Numeric value zero '0' can be used as a substitute  |

The fields which allows for substitutions are listed in the IS-XML Specification.

Note: Substitutions are only allowed for Mandatory fields at the LineltemDetails level.

Substitution will be removed from SIS in future release (The final date will be decided by the SIS Steering Group and communicated to the industry with six months' notice).

**Recommended fields** based on Charge Category-Charge Code combination are those which add to the data in the Mandatory fields, and enable further allocation to sub-accounts, or cross-referencing with Approval Systems. An invoice that contains these items is more likely to be

processed automatically by the receiving airline without manual intervention. Invoices that are submitted without data for the Recommended fields will not fail validation unless if there are any other error in the Invoice.

**Recommended fields may become Mandatory over a period of time as determined by the SIS Steering Group.**

The master tables for Charge Category & Charge Codes should be defined as stated in table below.

| Charge Category | Charge Codes        |
|-----------------|---------------------|
| ATC             | Approach            |
|                 | Communication       |
|                 | En-Route            |
|                 | Meteorology         |
|                 | Misc                |
|                 | Oceanic             |
|                 | Over-flight         |
| Airport         | Bus and Coaches     |
|                 | Fees                |
|                 | Infringement        |
|                 | Lighting            |
|                 | Misc                |
|                 | Parking             |
|                 | Pass and ID         |
|                 | Passenger Services  |
|                 | Remote Stand        |
|                 | Runway Charges      |
|                 | Security            |
|                 | Utilities           |
|                 |                     |
| Aviation Fuel   | Farm                |
|                 | Fuel                |
|                 | Into Plane          |
|                 | Misc                |
| Cargo           | Block Space         |
|                 | CASS                |
|                 | CNS                 |
|                 | Cargo Other Charges |
|                 | Cargo Settlement    |
|                 | Code Share          |
|                 | Commission          |
|                 | Misc                |
|                 | Storage             |
|                 | ULD Demurrage       |
|                 | ULD                 |
| Engineering     | Finance             |
|                 | Handling LM         |
|                 | Interest            |
|                 | Lease               |
|                 | Loans               |
|                 | Maintenance Reserve |
|                 | Misc                |

| Charge Category | Charge Codes             |
|-----------------|--------------------------|
|                 | MRO Maintenance          |
|                 | MRO Repairs and Overhaul |
|                 | Penalty                  |
|                 | Pool                     |
|                 | Ramp Handling            |
|                 | Sales and Purchase       |
|                 | Space Rental             |
| Finance         | Adjustments              |
|                 | Deposit                  |
|                 | Interest                 |
|                 | Legal                    |
|                 | Misc                     |
|                 | Penalty                  |
|                 | Taxes                    |
| Flight Ops      | Misc                     |
|                 | Training                 |
| Ground Handling | Baggage                  |
|                 | Baggage Delivery         |
|                 | Cargo Handling           |
|                 | Catering                 |
|                 | Cleaning                 |
|                 | Commission               |
|                 | Crew Accommodation       |
|                 | Crew Transportation      |
|                 | Customs Service Charge   |
|                 | Deicing                  |
|                 | Departure Stamps         |
|                 | FastTrack                |
|                 | Immigration Fines        |
|                 | Limousine                |
|                 | Lounge                   |
|                 | Misc                     |
|                 | Mishandling Baggage      |
|                 | Mishandling Passenger    |
|                 | Motor Fuel               |
|                 | Passenger Handling       |
|                 | Passenger Transportation |
|                 | Passenger Security       |
|                 | Ramp Handling            |
|                 | Rent Equipment           |
|                 | Stand                    |
|                 | STPC                     |
|                 | Utilities                |
| IT Services     | Application Charges      |
|                 | Communication Charges    |
|                 | Financial Charges        |
|                 | Misc                     |
| Mail            | Mail                     |
|                 | Misc                     |

| Charge Category  | Charge Codes                        |
|------------------|-------------------------------------|
| Partner Alliance | Block Space                         |
|                  | Code Share                          |
|                  | FF Redemption                       |
|                  | FF Accrual                          |
|                  | Joint Venture                       |
|                  | Misc                                |
|                  | Promotion                           |
| Passenger        | Air Transport                       |
|                  | Ancillary                           |
|                  | Commission                          |
| Property         | Car Parking                         |
|                  | Parking Card                        |
|                  | Misc                                |
|                  | Rent                                |
|                  | Utilities                           |
| Service Provider | Assessment                          |
|                  | BSP                                 |
|                  | CASS                                |
|                  | CDA                                 |
|                  | Fees                                |
|                  | FF Miles                            |
|                  | GDS                                 |
|                  | GSA Contract                        |
|                  | Hotel                               |
|                  | Publication                         |
|                  | Meetings/ Conferences/Accommodation |
|                  | Misc                                |
|                  | Training                            |
|                  | Trucking                            |

### 3.2.1 VAT related Misc invoices

Please note that in case of VAT invoice the field tax category must be filled with one of the following information: Standard / Zero / Higher / Lower / Exempt / OutofScope/ Reverse Charge.

### 3.2.2 Miscellaneous Tax invoice

For legal reasons, it is required in some countries to create a Miscellaneous Tax Invoice; this is available in SIS when creating invoices via IS-WEB or IS-XML file upload.

In order to create a Miscellaneous Tax Invoice, the billing member should select Miscellaneous Tax Invoice as the Invoice Template Language in IS-WEB, or use the value "AU" in field <InvoiceTemplateLanguage> of the IS-XML.

### 3.2.3 Charge Category – ATC

The charges related to Air Traffic Control/ Air Navigation services will fall under this category.

The various charge codes in this category are:

#### 3.2.3.1 Charge Code: Approach

Includes any air traffic control charges related to aircraft preparing to land at an airport, or after take-off from an airport, including initial climb or descent.

##### **Required Fields**

Mandatory Fields:

- Aircraft Registration Number
- Aircraft Type Code or Aircraft Type Code ICAO
- Location Code (Airport/Location where service was provided)
- Flight Number
- Flight Date

Recommended Fields:

- Maximum Take Off Weight
- Weight Factor (Weight Related Factor used in formula to calculate charges)
- Location Code or Location Code ICAO (Detail of the Origin or Destination of flight)
- Flight Information Region
- Distance (Distance between Origin & Destination)
- Airspace Corridor Code
- Local Currency Code
- Exchange Rate
- Amount in Local Currency
- UTC Offset
- ProductID
- AgreementID
- CommitmentID

#### 3.2.3.2 Charge Code: Communication

Covers charges for VHF, HF or other communications facilities used by pilots or others to communicate with the Air Traffic Control

##### **Required Fields**

Mandatory Fields:

- Aircraft Registration Number
- Aircraft Type Code or Aircraft Type Code ICAO
- Flight Number
- Flight Date
- Location Code (Airport/ Location where service was provided)
- Location Code (Detail of the Origin or Destination of flight)

Recommended Fields:

- Waypoint Code (To define the routing)
- Flight Information Region
- Route Date Time (To define the date & time of Entry/ Exit/ Intermediate location)
- Airspace Corridor Code
- Location Code ICAO @Type
- ProductID
- AgreementID
- CommitmentID

### 3.2.3.3 Charge Code: En-Route

Covers charges by air traffic control services related to En-Route navigation support for aircraft and crews passing through particular Flight Information Regions (FIRs) to a landing in that country

#### **Required Fields**

Mandatory Fields:

- Aircraft Registration Number
- Aircraft Type Code or Aircraft Type Code ICAO
- Location Code (Airport/ Location where service was provided)

Recommended Fields:

- Maximum Take Off Weight
- Weight Factor (Weight Related Factor used in formula to calculate charges)
- Location Code or Location Code ICAO (Detail of the Origin or Destination of flight)
- Waypoint Code (To define the routing)
- Flight Information Region
- Route Date Time (To define the date & time of Entry/ Exit/ Intermediate location)
- Distance (Distance between Origin & Destination)
- Distance Factor (Distance-related factor used in formula to calculate charges)
- Distance Type (Greater Circle or Actual)
- Airspace Corridor Code
- Local Currency Code
- Amount in Local Currency
- Exchange Rate (Exchange Rate used if data is quoted in a different currency than the Invoiced Amount)
- Longitude
- Latitude
- Add On Charge (Example: Permit Procedure Charge)
- Flight Number
- Flight Date Time
- ProductID
- AgreementID
- CommitmentID

### 3.2.3.4 Charge Code: Meteorology

Charges related to weather forecasting services provided to air crews and airlines, which include the taking and transmitting of weather observations, the provision of forecasts and warnings and any other weather-related information required by the aviation industry.

#### **Required Fields**

Mandatory Fields:

- Aircraft Registration Number
- Aircraft Type Code or Aircraft Type Code ICAO
- Flight Number
- Flight Date
- Location Code (Airport/ Location where service was provided)
- Location Code (Detail of the Origin or Destination of flight)

Recommended Fields:

- Flight Information Region
- Airspace Corridor Code

### 3.2.3.5 Charge Code: Oceanic

These are the Charges Navigation provided on Oceanic routes.

#### **Required Fields**

Mandatory Fields:

- Aircraft Registration Number
- Aircraft Type Code or Aircraft Type Code ICAO
- Flight Number
- Flight Date
- Location Code (Airport/ Location where service was provided)
- Location Code or Location Code ICAO (Detail of the Origin or Destination of flight)

Recommended Fields:

- Flight Information Region
- Airspace Corridor Code
- ProductID
- AgreementID
- CommitmentID

### 3.2.3.6 Charge Code: Over-flight

These are the Navigation Charges for flying over a specific zone. The aircraft lands in the country providing the navigation service.

**Required Fields**

Mandatory Fields:

- Aircraft Registration Number
- Aircraft Type Code or Aircraft Type Code ICAO
- Location Code (Airport/ Location where service was provided)
- Flight Number
- Flight Date
- Location Code ICAO

Recommended Fields:

- Maximum Take Off Weight
- Weight Factor (Weight Related Factor used in formula to calculate charges)
- Location Code or Location Code ICAO (Detail of the Origin or Destination of flight)
- Waypoint Code (To define the routing)
- Flight Information Region
- Route Date Time (To define the date & time of Entry/ Exit/ Intermediate location)
- Distance (Distance between Origin & Destination)
- Distance Factor (Distance-related factor used in formula to calculate charges)
- Distance Type (Greater Circle or Actual)
- Airspace Corridor Code
- Local Currency Code
- Local Currency Amount
- Exchange Rate (Exchange Rate used if data is quoted in a different currency than the Invoiced Amount)
- Longitude
- Latitude
- Add On Charge (Example: Permit Procedure Charge)
- ProductID
- AgreementID
- CommitmentID

### 3.2.3.7 Charge Code: Misc

For charges related to air traffic control not otherwise specified in the listing of available charge codes. Supporting information must be provided to allow the receiving airline to properly allocate and validate the charge.

**Required Fields**

**Mandatory Fields:**

- Aircraft Registration Number
- Aircraft Type Code or Aircraft Type Code ICAO
- Flight Number
- Flight Date
- Location Code (Airport/ Location where service was provided)
- Location Code or Location Code ICAO (Detail of the Origin or Destination of flight)

**Recommended Fields:**

- Maximum Takeoff Weight
- Noise Class
- Flight Direction (Arrival/ Departure)
- Waypoint Code (To define Routing)
- Amount @Name
- ProductID
- AgreementID
- CommitmentID

### 3.2.4 Charge Category – Airport

The charges that result from operations at an airport and being charged by the Airport will fall under this category.

The various charge codes in this category are:

#### 3.2.4.1 Charge Code: Bus and Coaches

It includes buses operating at airports on short routes, such as shuttles between terminals, parking areas, or nearby hotels, and coaches that are for longer-distance travel, offering comfortable connections to cities, tourist destinations, or regional hubs.

##### **Required Fields**

Mandatory Fields:

- Voucher Code
- Reservation Booking Designator
- Location Code (Airport/ Location where service was provided)

Recommended Fields:

- ProductID
- AgreementID
- CommitmentID

#### 3.2.4.2 Charge Code: Fees

Fees derived from various services provided by airport authorities in order to sustain operation from airport activities and recover initial and/or future investment in airport infrastructure.

##### **Required Fields**

Mandatory Fields:

- Charge Code Type (To define the type of Fee. Possible values are: Airport Service Charges/ Airport Departure Fees/ Concourse Fees/ Boarding Bridge Fee/Airport Development Fee/ Cargo Fee/ Check-in Fee/ Ramp Charges/ Airport Infrastructure Development Fee/ Ground Handling Fee/ Equipment Rent Fee/ Permit Procedure Charges)
- Aircraft Registration Number
- Aircraft Type Code ICAO
- Flight No
- Flight Date Time
- Passenger Count
- Location Code (Airport/ Location where service was provided)

Recommended Fields:

- Reference Number
- Emission Class
- Route Date Time (Entry/Exit Date & Time)
- Maximum Take Off Weight
- Engine Type
- Flight Zone (International/ Domestic)
- Location Code (Detail of the Origin or Destination of flight)
- ProductID
- AgreementID
- CommitmentID

### 3.2.4.3 Charge Code: Infringement

It covers a controlled airspace, prohibited or restricted airspace, active danger areas, or violation of noise regulations when an aircraft exceeds permitted noise levels, as detected by monitoring systems (captors) near airports or populated areas.

#### **Required Fields**

Mandatory Fields:

- Aircraft Registration Number
- Aircraft Type Code ICAO
- Flight No
- Flight Date Time
- Location Code (Airport/ Location where service was provided)

Recommended Fields:

- Area Name
- Runway
- Airspace Corridor Code
- Meter Location Name
- Start Reading
- End Reading
- Misc Data @Name @UOM Code
- ProductID
- AgreementID
- CommitmentID

### 3.2.4.4 Charge Code: Lighting

Covers charges due for lighting services provided by airports during landing, takeoff and taxiing of aircraft on runways and taxiways.

#### **Required Fields**

Mandatory Fields:

- Aircraft Registration Number
- Flight Number
- Flight Date
- Location Code (Airport/ Location where service was provided)

Recommended Fields:

- Flight Direction (Arrival/ Departure)
- ProductID
- AgreementID
- CommitmentID

### 3.2.4.5 Charge Code: Parking

Charges related to the parking of aircraft on stands or gates, or in hangars. Stand type and stand number to be included in Description where available.

#### **Required Fields**

Mandatory Fields:

- Aircraft Registration Number
- Flight Number
- Flight Date
- On Stand Date & Time
- Off Stand Date & Time
- Location Code (Airport/ Location where service was provided)

Recommended Fields:

- Maximum Take Off Weight
- Stand Type (Remote/ On Pier)
- Stand Number
- ProductID
- AgreementID
- CommitmentID

#### **3.2.4.6 Charge Code: Pass and ID**

For charges related to employee ID or vehicle pass.

##### **Required Fields**

Recommended Fields:

- Staff ID
- Staff Name
- Pass No
- Pass Issue Date
- Pass Expiry Date
- Issue Description
- MiscData @Name @UOM Code

Recommended Fields:

- ProductID
- AgreementID
- CommitmentID

#### **3.2.4.7 Charge Code: Remote Stand**

It refers to a designated aircraft parking area located away from the main terminal building, used when gate space is limited or for operational efficiency. These stands are common at busy airports and help manage traffic flow, accommodate overflow aircraft, and support low-cost carriers or charter flights that may not require full terminal access.

##### **Required Fields**

Mandatory Fields:

- Flight Number
- Flight Date
- Flight Direction
- Passenger Count
- Location Code (Airport/ Location where service was provided)

Recommended Fields:

- Flight Direction (Arrival/ Departure)
- Passenger Count
- Location Code or Location Code ICAO (Detail of the Origin or Destination of flight)
- StandNo
- ProductID
- ProductID
- AgreementID
- CommitmentID

#### **3.2.4.8 Charge Code: Passenger Services**

For charges related to passenger facilities when charged by an airport operator or government authority. For charges by handling agents or airlines, use Ground Handling / Passenger Handling.

**Required Fields**

**Mandatory Fields:**

- Aircraft Registration Number
- Aircraft Type Code ICAO
- Flight Number
- Flight Date
- Passenger Count
- Location Code (Airport/ Location where service was provided)
- Location Code or Location Code ICAO (Detail of the Origin or Destination of flight)

**Recommended Fields:**

- Maximum Takeoff Weight
- Flight Direction (Arrival/ Departure)
- ProductID
- AgreementID
- CommitmentID

**Optional Fields:**

- Noise Class

**3.2.4.9 Charge Code: Runway Charges**

Runway usage fees as charged by airports for landings and departures.

**Required Fields**

**Mandatory Fields:**

- Aircraft Registration Number
- Maximum Take Off Weight
- Aircraft Type Code ICAO
- Flight Number
- Flight Date
- Location Code (Airport/ Location where service was provided)
- Location Code or Location Code ICAO (Detail of the Origin or Destination of flight)

**Recommended Fields:**

- Engine Type
- Flight Direction (Arrival/ Departure)
- Noise Class
- Type of Weight
- ProductID
- AgreementID
- CommitmentID

**3.2.4.10 Charge Code: Security**

Charges made by airports for provision of security scanners and search facilities, as well as any other security measures taken by the airport authorities.

**Required Fields**

**Mandatory Fields:**

- Aircraft Registration Number
- Aircraft Type Code ICAO
- Flight Number
- Flight Date
- Passenger Count
- Location Code (Airport/ Location where service was provided)
- Location Code (Detail of the Origin or Destination of flight)

Recommended Fields:

- ProductID
- AgreementID
- CommitmentID

#### 3.2.4.11 Charge Code: Misc

For charges related to airport not otherwise specified in the listing of available charge codes. Supporting information must be provided to allow the receiving airline to properly allocate and validate the charge.

##### **Required Fields**

Mandatory Fields:

- Aircraft Registration Number
- Aircraft Type Code or Aircraft Type Code ICAO
- Flight Number
- Flight Date
- Location Code (Airport/ Location where service was provided)
- Location Code or Location Code ICAO (Detail of the Origin or Destination of flight)

Recommended Fields:

- Maximum Takeoff Weight
- Noise Class
- Flight Direction (Arrival/ Departure)
- Passenger Count
- Waypoint Code (To define Routing)
- Passenger Name
- Ticket Number
- Amount @Name
- ProductID
- AgreementID
- CommitmentID

Optional Fields:

- Fare Class

#### 3.2.4.12 Charge Code: Utilities

For charges relating to airport utilities such as electricity, water, waste, internet, etc.

##### **Required Fields**

Mandatory Fields:

- LocationCode
- ChargeCodeType
- Location Code @Type

Recommended Fields:

- ProductID
- AgreementID
- CommitmentID

### 3.2.5 Charge Category: Aviation Fuel

For aircraft fuel (JET A-1, JET B, JP-4, AVGAS, etc.), fuel farm, Intoplane fees and fuel bowser services provided by oil companies or airlines. Also covers de-fuelling aircraft (show as an add-on charge) Not to be used for petrol or diesel fuel or other fuel farm services for ground equipment (see Ground Handling).

#### 3.2.5.1 Charge Code: Farm

For charges relating to fuel Farm management, participation fee, or any other charges related to it.

##### **Required Fields**

Mandatory Fields:

- Location Code (Airport where the fuel has been provided)

Recommended Fields:

- AddOnChargeName
- AddOnChargeAmount
- ProductID
- AgreementID
- CommitmentID

#### 3.2.5.2 Charge Code: Fuel

For charge related to Aviation Fuel uplift

##### **Required Fields**

Mandatory Fields:

- Location Code (Airport where the fuel has been provided)
- Receipt Number (Fuel delivery receipt number)
- Aircraft Registration Number
- Aircraft Type Code
- Flight Number

Recommended Fields:

- AddOnChargeName
- AddOnChargeAmount
- Transportation @Type
- TransportationRouting
- TransportationReferenceCode
- TransportationReferenceValue
- TransportationAmount
- MovementDirectionTo
- MovementDirectionFrom
- PreviousTicketNumber
- TransactionDate
- DeliveryTicketNumber
- UniqueTicketID
- TicketSource
- TicketStatus
- TicketType
- TicketCancelOperator
- AirportOfDeliveryOfTicket
- BillOfLading
- BillOfLadingDate
- CarnetNumber
- CarnetHolderName

- CompanyIssuedEquipmentID
- FuelingEquipmentID
- DateOfDeliveryOfTicket
- DeliveryReferenceValue @Type
- MidpointDeliveryDate
- IntoPlaneCode
- IntoPlaneName
- IPTransactionCode
- IPTransactionName
- BMTransactionCode
- BMTransactionName
- FuelingType
- FuelOperationBase
- ItemTaxInvoiceNumber
- ProductIDCustoms
- ItemReferenceLocalDate @Type
- ItemReferenceGMTDate @Type
- PricingElement
- PricingCurrencyCode
- ExchangeRate
- PricingUnitRate @Type
- Quantity @UOMCode
- QuantityFlag
- QuantityType
- LocalAmount @CurrencyCode
- ToleranceLevel @Type
- PaymentType
- ProductID
- AgreementID
- CommitmentID

### 3.2.5.3 Charge Code: Into Plane

For charge related to Into Plane services when charged separately.

#### **Required Fields**

Mandatory Fields:

- Location Code (Airport where the fuel has been provided)

Recommended Fields:

- AddOnChargeName
- AddOnChargeAmount
- AircraftRegistrationNo
- AircraftTypeCode
- FlightNo
- Transportation @Type
- TransportationRouting
- TransportationReferenceCode
- TransportationReferenceValue
- TransportationAmount
- MovementDirectionTo
- MovementDirectionFrom
- PreviousTicketNumber
- TransactionDate
- DeliveryTicketNumber
- UniqueTicketID
- TicketSource
- TicketStatus

- TicketType
- TicketCancelOperator
- AirportOfDeliveryOfTicket
- BillOfLading
- BillOfLadingDate
- CarnetNumber
- CarnetHolderName
- CompanyIssuedEquipmentID
- FuelingEquipmentID
- DateOfDeliveryOfTicket
- DeliveryReferenceValue @Type
- MidpointDeliveryDate
- IntoPlaneCode
- IntoPlaneName
- IPTransactionCode
- IPTransactionName
- BMTransactionCode
- BMTransactionName
- FuelingType
- FuelOperationBase
- ItemTaxInvoiceNumber
- ProductIDCustoms
- ItemReferenceLocalDate @Type
- ItemReferenceGMTDate @Type
- PricingElement
- PricingCurrencyCode
- PricingUnitRate @Type
- Quantity @UOMCode
- QuantityFlag
- QuantityType
- LocalAmount @CurrencyCode
- ToleranceLevel @Type
- PaymentType
- Temperature @UOM @Type
- Density @UOM @Type
- ProductID
- AgreementID
- CommitmentID

#### 3.2.5.4 Charge Code: Misc

**Required Fields:**

Mandatory Fields:

- Location Code (Airport where the fuel has been provided)

Recommended Fields:

- AddOnChargeName
- AddOnChargeAmount
- ProductID
- AgreementID
- CommitmentID

### 3.2.6 Charge Category – Cargo

Miscellaneous Services pertaining to Cargo will be invoiced under this category.

The various charge codes in this category are:

#### 3.2.6.1 Charge Code: Block Space

Cost of blocked or shared space agreements between airlines as determined by a contractual agreement.

##### **Required Fields**

Mandatory Fields:

- Aircraft Type Code
- Location Code (Airport/ Location where service was provided)

Recommended Fields:

- Contract Number
- Flight Number
- Flight Date
- Location Code (Detail of the Origin or Destination of flight)
- Add On Charge (Any additional charges for example Excess Charges)
- ProductID
- AgreementID
- CommitmentID

#### 3.2.6.2 Charge Code: CASS, CNS, Cargo Other Charges, Cargo Settlement

The specific Charge Codes of CASS, CNS, Cargo Other Charges and Cargo Settlement under the Charge Category of "Cargo" have been exclusively defined for CASS agents and these Charge Codes are to be used only by IATA; they are not for industry use.

##### **Required Fields**

Mandatory Fields:

- Location Code (Airport/ Location where service was provided)

Recommended Fields:

- AWB Date
- AWB Issuing Airline
- AWB Serial Number
- AWB Check Digit
- Origin Airport Code
- Destination Airport Code
- From Airport Code
- To Airport or Point of Transfer Code
- Date of Carriage or Transfer
- ProductID
- AgreementID
- CommitmentID

#### 3.2.6.3 Charge Code: Code Share

Costs associated with code share agreements between airlines, as determined by a contractual agreement.

##### **Required Fields**

Mandatory Fields:

- Location Code (Airport/ Location where service was provided)

Recommended Fields:

- Flight Number
- Flight Date
- Waypoint Code (To define the routing)
- ProductID
- AgreementID
- CommitmentID

#### 3.2.6.4 Charge Code: Commission

Commission charges related to the sale of cargo space or issue of air waybills.

**Required Fields:**

Mandatory Fields:

- Location Code (Airport/ Location where service was provided)

Recommended Fields:

- Location Code (Detail of the Origin or Destination of flight)
- ProductID
- AgreementID
- CommitmentID

#### 3.2.6.5 Charge Code: Storage

Cost of short or long term storage of general or special cargo, rack space or other storage facilities, scheduled or unscheduled. Does not include ULD demurrage (see below).

**Required Fields**

Mandatory Fields:

- Aircraft Registration Number
- Aircraft Type Code
- Flight Number
- Flight Date
- Location Code (Airport/ Location where service was provided)

Recommended Fields:

- Contract Number
- Reference Number (Example ULD Number)
- Add On Charge (Any additional charges for example Excess Charges)
- ProductID
- AgreementID
- CommitmentID

#### 3.2.6.6 Charge Code: ULD Demurrage

Charges for Unit Load Device ULD demurrage as determined by the IULD User Group. Also includes charges for damage to ULDs

**Required Fields**

Mandatory Fields:

- Location Code (Airport/ Location where service was provided)

Recommended Fields:

- Reference Number (Example ULD Number)

### 3.2.6.7 Charge Code: ULD

Related to ULD renting fees

#### **Required Fields**

Mandatory Fields:

- Location Code (Airport/ Location where service was provided)

Recommended Fields:

- AWBDate
- AWBIssuingAirline
- AWBSerialNumber
- AWBCheckDigit
- MAWBNumber
- HAWBNumber
- OriginAirportCode
- DestinationAirportCode
- FromAirportCode
- ToAirportOrPointOfTransferCode
- DateOfCarriageOrTransfer
- CurrAdjustmentIndicator
- BilledWeight
- ProvisoReqSPA
- ProratePercentage
- PartShipmentIndicator
- FilingReference
- KgLbIndicator
- CCAIndicator
- OurRef
- AirlineOwnUse
- ProductID
- AgreementID
- CommitmentID

### 3.2.6.8 Charge Code: Misc

For charges related to cargo services not otherwise specified in the listing of available charge codes (see also under Ground Handling).

Includes interim and final claim payments associated with loss, delay, damage or pilferage of cargo.

Supporting information must be provided to allow the receiving airline to properly allocate and validate the charge.

#### **Required Fields**

Mandatory Fields:

- Location Code (Airport/ Location where service was provided)

Recommended Fields:

- ProductID
- AgreementID
- CommitmentID

### 3.2.7 Charge Category – Engineering

Charges due to services provided for handling/ servicing of aircraft will be invoiced under this category.

The various charge codes in this category are:

#### 3.2.7.1 Charge Code: Finance

Related to financial fee in the provision of leasing not cover by interest and penalty charge code.

**Required Fields**

Mandatory Fields:

- Location Code (Airport/ Location where service was provided)

Recommended Fields:

- ProductID
- AgreementID
- CommitmentID

#### 3.2.7.2 Charge Code: Handling LM

Charges relating to maintenance and engineering handling of aircraft at ground stations while in transit or during scheduled stops away from the airline's base. Includes ground services such as water replenishment and toilet servicing.

**Required Fields**

Mandatory Fields:

- Aircraft Registration Number
- Aircraft Type Code ICAO (4 Char Aircraft Type Code)
- Flight Number
- Flight Date
- Location Code (Airport/ Location where service was provided)

Recommended Fields:

- Contract Number
- Reference Number
- Charge Code Type
- Add On Charge (Any additional charges for example Handling Fee)
- ProductID
- AgreementID
- CommitmentID

#### 3.2.7.3 Charge Code: Interest

Related to financial interest fees in the provision of leasing of airplane or any sub element.

**Required Fields**

Mandatory Fields:

- Location Code (Airport/ Location where service was provided)

Recommended Fields:

- ProductID
- AgreementID
- CommitmentID

#### 3.2.7.4 Charge Code: Lease

For charges related to the lease of aircraft, engines or other parts, spares or tools on a medium or long-term basis..

##### **Required Fields**

Mandatory Fields:

- Aircraft Type Code ICAO (4 Char Aircraft Type Code)
- Location Code (Airport/ Location where service was provided)

Recommended Fields:

- Contract Number
- Part Number (Number of the Part supplied. For a controlled part, the individual serial number should be used. For other parts, the manufacturer or supplier part number should be used. For consumables the manufacturer or supplier part number should be used. Where no part number is available for consumables, write 'Unknown')
- PO Number (Purchase Order Number)
- PO Line Item Number (The line item in the Purchase Order to which the charge in the invoice corresponds)
- Aircraft Registration Number
- Engine Number

Please note that the field 'Aircraft Registration Number' is mandatory if the lease is of an aircraft else it is Recommended. Also note that this will not be validated by the system

Please note that the field 'Engine Number' is mandatory if the lease is of an engine else it is Recommended. Also note that this will not be validated by the system

#### 3.2.7.5 Charge Code: Loans

Charges for loan of aircraft equipment will be invoiced under this charge code.

##### **Required Fields**

Mandatory Fields:

- Location Code (Airport/ Location where service was provided)
- Aircraft Registration Number

Recommended Fields:

- Contract Number
- Part Number (Number of the Part supplied. For a controlled part, the individual serial number should be used. For other parts, the manufacturer or supplier part number should be used. For consumables the manufacturer or supplier part number should be used. Where no part number is available for consumables, write 'Unknown')
- Aircraft Type Code ICAO (4 Char Aircraft Type Code)
- PO Number (Purchase Order Number)
- PO Line Item Number (The line item in the Purchase Order to which the charge in the invoice corresponds)
- Engine Number
- ProductID
- AgreementID
- CommitmentID

Please note that the field 'Aircraft Registration Number' is mandatory if the loan is of an aircraft else it is Recommended. Also note that this will not be validated by the system

Please note that the field 'Engine Number' is mandatory if the loan is of an engine else it is Recommended. Also note that this will not be validated by the system

### 3.2.7.6 Charge Code: Maintenance Reserve

For charges related to Maintenance Reserve during the leasing of an aircraft or any other sub parties aircraft lease e.g. engines, landing gears, APU.

#### **Required Fields**

Mandatory Fields:

- Location Code (Airport/ Location where service was provided)

Recommended Fields:

- ContractNo
- EngineNo
- APU
- Airframe
- LandingGearLeftMain
- LandingGearLeftWing
- LandingGearNose
- LandingGearRightMain
- LandingGearRightWing
- Utilisation @Type
- Prorate
- FlightHours
- FlightCycles
- ProductID
- AgreementID
- CommitmentID

### 3.2.7.7 Charge Code: MRO Maintenance

Engineering heavy maintenance for airframes, provided at a main service base while the aircraft is not operating a schedule – also known as base maintenance or hangar maintenance. Includes any hangar or other costs directly associated with the heavy maintenance services provided.

#### **Required Fields**

Mandatory Fields:

- Aircraft Registration Number
- Location Code (Airport/ Location where service was provided)

Recommended Fields:

- PO Number (Purchase Order Number)
- PO Line Item Number (The line item in the Purchase Order to which the charge in the invoice corresponds)
- ProductID
- AgreementID
- CommitmentID

### 3.2.7.8 Charge Code: MRO Repairs and Overhaul

Charges for the maintenance, repair or servicing of aircraft engines, rotables and other repairable parts. Includes both component maintenance and engine maintenance.

#### **Required Fields**

Mandatory Fields:

- Part Number (Number of the Part supplied. For a controlled part, the individual serial number should be used. For other parts, the manufacturer or supplier part number should be used. For consumables the manufacturer or supplier part number should be used. Where no part number is available for consumables, write 'Unknown')
- Location Code (Airport/ Location where service was provided)

Recommended Fields:

- PO Number (Purchase Order Number)
- PO Line Item Number (The line item in the Purchase Order to which the charge in the invoice corresponds)
- Aircraft Registration Number
- ProductID
- AgreementID
- CommitmentID

### 3.2.7.9 Charge Code: Penalty

For charges related to the financial penalty on lease of aircraft, engines or other parts, spares or tools on a medium or long-term basis.

**Required Fields**

Mandatory Fields:

- Location Code (Airport/ Location where service was provided)

Recommended Fields:

- ProductID
- AgreementID
- CommitmentID

### 3.2.7.10 Charge Code: Pool

Charges related to use of aircraft parts, spares or tools loaned on a short-term basis as a part of a pooling agreement with other airlines or suppliers. Includes fees and charges related to participation in pooling agreements, such as participation fees or storage.

**Required Fields**

Mandatory Fields:

- Location Code (Airport code at which the pool is maintained)

Recommended Fields:

- Aircraft Type Code ICAO (4 Char Aircraft Type Code)
- Pool Number
- Part Number (Number of the Part supplied. For a controlled part, the individual serial number should be used. For other parts, the manufacturer or supplier part number should be used. For consumables the manufacturer or supplier part number should be used. Where no part number is available for consumables, write 'Unknown')Charge
- PO Number (Purchase Order Number)
- PO Line Item Number (The line item in the Purchase Order to which the charge in the invoice corresponds)
- Aircraft Registration Number
- ProductID
- AgreementID
- CommitmentID

### 3.2.7.11 Charge Code: Ramp Handling

For charges related to engineering ramp handling services such as marshalling, ramp communications, aircraft starting and moving, ground power, safety inspections and control of access to and security of aircraft and aircraft equipment.

**Required Fields**

Mandatory Fields:

- Flight Number
- FlightDateTime

Recommended Fields:

- Product ID
- Contract No.
- Aircraft Type Code
- Flight Type Code
- AgreementID
- CommitmentID

### 3.2.7.12 Charge Code: Sales and Purchase

Costs related to the sale or purchase of aircraft, engines, spare parts, equipment, tools and other products, but not for aircraft servicing (see MRO and Handling charge codes above). Also includes 'Power by the Hour' arrangements, sale or purchase of inventory, contract engineering services, consultancy, on-site inspections and training.

#### **Required Fields**

Mandatory Fields:

- Part Number (Number of the Part supplied. For a controlled part, the individual serial number should be used. For other parts, the manufacturer or supplier part number should be used. For consumables the manufacturer or supplier part number should be used. Where no part number is available for consumables, write 'Unknown')
- Location Code (Airport/ Location where sale was done)

Recommended Fields:

- Aircraft Type ICAO (4 Char Aircraft Type Code)
- PO Number (Purchase Order Number)
- PO Line Item Number (The line item in the Purchase Order to which the charge in the invoice corresponds)
- Aircraft Registration Number
- Engine Type
- Engine Number
- ProductID
- AgreementID
- CommitmentID

### 3.2.7.13 Charge Code: Space Rental

For charges related to the rental of storage space for engineering replacement parts.

Fields required:

No fields are mandatory or recommended for this Charge Code.

### 3.2.7.14 Charge Code: Misc

For charges related to engineering and maintenance services not otherwise specified in the listing of available charge codes. Supporting information must be provided to allow the receiving airline to properly allocate and validate the charge.

#### **Required Fields**

Mandatory Fields:

- Location Code (Airport/ Location where sale was done)

Recommended Fields:

- Engine Type
- Engine Number
- PO Number (Purchase Order Number)

- PO Line Item Number (The line item in the Purchase Order to which the charge in the invoice corresponds)
- Aircraft Registration Number
- Part Number (Number of the Part supplied)
- ProductID
- AgreementID
- CommitmentID

### 3.2.8 Charge Category – Finance

Miscellaneous charges that can't be allocated to a specific charge category like invoices by IATA for resettlement/ repayment etc. which are not charges for services provided but a financial transaction that impact the general ledger will be routed through this category.

The various charge codes in this category are:

#### 3.2.8.1 Charge Code: Adjustments

Used when invoicing corrections based on balance adjustments by the clearing house, usually as a result of a request or in accordance with clearing house protest procedures. In these cases, the participant will issue an invoice will be of the same value and currency as the adjustment made by the clearing house in order to balance the invoicing with the settlement. Also used by the clearing houses when conducting a resettlement caused by default, or repayments as a result of recoveries of debts, and to recover shortages in remittances caused by bank charge deductions from the settlements.

##### **Required Fields**

Mandatory Fields:

- Charge Code Type (To indicate the type of Adjustment; Resettlement/ Repayment/ Shortage/ Excess/ Reversal of Credit/ Distribution of Retained Credits)
- Location Code

Recommended Fields:

- Exchange Rate (This field will not be used when the Charge Code Type is "Reversal of Credit or Distribution of Retained Credits" or "Shortage" or "Excess")
- Claim of the carrier (Original Claim amount against the suspended carrier)
- Suspended Airline Code (Code of the suspended airline against whom the original claim was raised) – (This field will not be used when the Charge Code Type is "Reversal of Credit or Distribution of Retained Credits" or "Shortage" or "Excess")
- ProductID
- AgreementID
- CommitmentID

#### 3.2.8.2 Charge Code: Deposit

Will be used by the IATA Clearing House when debiting members for security deposits or instalments thereof.

##### **Required Fields**

Mandatory Fields:

- Location Code

Recommended Fields:

- Exchange Rate
- Amount (Deposit Amount)

### 3.2.8.3 Charge Code: Interest

Will be used by the clearing houses when interest has been charged on late remittances, or to pay interest to members with security deposits at the clearing house. May also be used by other participants if bank interest forms a part of any agreement between them.

#### **Required Fields**

Mandatory Fields:

- Location Code

Recommended Fields:

- Amount (Deposit Amount)
- Interest Rate
- ProductID
- AgreementID
- CommitmentID

### 3.2.8.4 Charge Code: Legal

Will be used by the clearing houses when charging their membership for legal costs incurred in their interest. May also be used by participants if the cost of legal fees and other legal costs are covered by an agreement between them.

#### **Required Fields**

Mandatory Fields:

- Location Code

### 3.2.8.5 Charge Code: Penalty

Will be used by the clearing houses when assessing penalty charges on members for rule violations or late remittances. May also be used by other participants if fines or penalties are part of an agreement between them. Does not include immigration fines levied by government authorities (see Immigration Fines above)

#### **Required Fields**

Mandatory Fields:

- Location Code

Recommended Fields:

- Settlement Currency Code
- Exchange Rate
- Days Overdue
- Amount
- Call Day Name (To indicate the call day for which the penalty is applicable; Early Call Day, Closure Day, Settlement Day, Advice Day)
- Due Date Flag (Settlement Day/ Suspension Day)
- Due date
- Partial Payments @Number @Date (To indicate the amount and date of partial payments done against the amount)
- Interest Rate
- Invoice Ref Number
- ProductID
- AgreementID
- CommitmentID

#### 3.2.8.6 Charge Code: Taxes

For payments of taxes levied by governments, such as on income, remittances or as withholding taxes, provided that they are covered by an agreement between participants. Does not include passenger or cargo taxes shown on the ticket or air waybill and included in the transportation or carriage invoice.

**Required Fields**

Mandatory Fields:

- Location Code

Recommended Fields:

- Reference Number (Example Batch Reference Number)
- ProductID
- AgreementID
- CommitmentID

#### 3.2.8.7 Charge Code: Misc

For charges related to services not otherwise specified in the listing of available charge codes, or where the participant is unable to identify an appropriate Charge Category and Charge Code.

**Required Fields**

Mandatory Fields:

- Location Code

Recommended Fields:

- ProductID
- AgreementID
- CommitmentID

### 3.2.9 Charge Category – Flight Ops

Charges related to training of personnel for flight operations will be invoiced under this category. The various charge codes in this category are:

#### 3.2.9.1 Charge Code: Training

For charges related to operational or safety training provided to pilots and cabin crews.

**Required Fields**

Mandatory Fields:

- Aircraft Type Code
- Location Code

Recommended Fields:

- PO Number (Purchase Order Number)
- PO Line Item Number (The line item in the Purchase Order to which the charge in the invoice corresponds)
- Simulator Number
- Crew details
  - Staff Id
  - Staff Name
- ProductID
- AgreementID
- CommitmentID

#### 3.2.9.2 Charge Code: Misc

For charges related to flight operations and crew services not otherwise specified in the listing of available charge codes (see also under Ground Handling). Supporting information must be provided to allow the receiving airline to properly allocate and validate the charge.

**Required Fields**

Mandatory Fields:

- Location Code

Recommended Fields:

- Aircraft Type Code
- Contract Number
- Flight Number
- ProductID
- AgreementID
- CommitmentID

### 3.2.10 Charge Category – Ground Handling

Services provided to an aircraft while it is on ground primarily those when parked on stand.  
The various charge codes in this category are:

#### 3.2.10.1 Charge Code: Baggage

For transportation, loading, unloading or storage of baggage when charged separately from other handling. Covered by Section 3.1 of IATA Standard Ground Handling Agreement (SGHA).

##### **Required Fields**

Mandatory Fields:

- Aircraft Type Code
- Flight Number
- Location Code (Airport Code where the baggage handling happens)
- Flight Date

Recommended Fields:

- Charge Code Type
- ProductID
- AgreementID
- CommitmentID

#### 3.2.10.2 Charge Code: Baggage Delivery

Costs for the transport and delivery of mishandled baggage to the passenger's location or permanent address, as specified in Resolution 780 and covered in Section 2.1.7 (e) of the IATA Standard Ground Handling Agreement (SGHA).

##### **Required Fields**

Mandatory Fields:

- Location Code (Airport Code)
- Reference Number (Eg; World Tracer Number)

Recommended Fields:

- Flight Number
- Flight Date
- Distance (Till delivery Point)
- ProductID
- AgreementID
- CommitmentID

Please note: If the bilateral agreement requires that the Distance should be stated in the invoice, then it is mandatory to provide it although the system will not validate this.

#### 3.2.10.3 Charge Code: Cargo Handling

For charges related to the acceptance and handling of cargo or mail under a service contract, and security of premises and goods. This includes document handling, production of air waybills and manifests, presentation to customs, recording and processing of irregularities, special handling of valuable, restricted or dangerous goods, transfers to or from aircraft, from shippers and to consignees. Covered by Sections 5 and 7.2 of the IATA Standard Ground Handling Agreement (SGHA).

Does not include claims for damage or mishandling (Use Charge Category Cargo, Charge Code Misc) or Storage (Use Charge Category Cargo, Charge Code Storage).

This code does not include charges for carriage of cargo, or sale or use of cargo space on aircraft, or storage (see also Charge Category Cargo above), or charges made by Customs for inspections (Customs Svc Charge).

**Required Fields**

Mandatory Fields:

- Aircraft Type Code
- Flight Number
- Location Code (Airport Code where the cargo handling happens)

Recommended Fields:

- Product Id
- Contract Number
- Flight Date
- Add On Charge
- Reference No @Name
- AgreementID
- CommitmentID

#### **3.2.10.4 Charge Code: Catering**

For charges related to catering services provided to another airline under a handling or other service contract. Includes meals, drinks, bonded stores, customs documentation, catering equipment provided and delivery to aircraft where charged separately. Includes Sections 3.16 and 6.7 of the IATA Standard Ground Handling Agreement (SGHA).

**Required Fields**

Mandatory Fields:

- Aircraft Type Code
- Flight Number
- Location Code (Airport Code where the catering happens)
- Flight Date
- Reference No @Name
- Cabin Class
- Location Code @Type
- Meal Type @Name
- Invoice Dbs Date
- Invoice Op Code
- Service Flight Number
- Service Flight Date
- Board Flight Number
- Facility
- Meal Code

Recommended Fields:

- Product Id
- Contract Number
- Add On Charge
- Charge Code Type
- AgreementID
- CommitmentID

#### **3.2.10.5 Charge Code: Cleaning**

For charges related to interior (cabins and cargo holds) and exterior cleaning services for aircraft, as covered by Sections 3.10 and 3.11 of the IATA Standard Ground Handling Agreement (SGHA).

**Required Fields**

**Mandatory Fields:**

- Aircraft Registration Number
- Aircraft Type Code
- Flight Number
- Location Code (Airport Code where the aircraft is cleaned)

**Recommended Fields:**

- Product Id
- Contract Number
- Flight Date
- Charge Code Type
- AgreementID
- CommitmentID

**3.2.10.6 Charge Code: Commission**

For commissions charged on the provision of specific ground handling services provided on behalf of an airline, such commissions or fees for the purchase of departure stamps.

Does not include ticket sales commissions or GSA fees.

**Required Fields**

**Mandatory Fields:**

- Location Code (Airport Code)

**Recommended Fields:**

- ProductID
- AgreementID
- CommitmentID

**3.2.10.7 Charge Code: Crew Accommodation**

Cost of local hotel accommodation for pilots and cabin crew while in transit. Also includes meals provided while on the ground, if appropriate.

**Required Fields**

**Mandatory Fields:**

- Flight Number
- Location Code (Airport Code where the crew stays)
- Flight Date

**Recommended Fields:**

- Contract Number
- Aircraft Type Code
- Add On Charge
- Charge Code Type
- Crew Details
  - Staff Id
  - Staff Name
- ProductID
- AgreementID
- CommitmentID

**3.2.10.8 Charge Code: Crew Transportation**

For the costs of crew shuttles either on the airport or between the airport and a rest hotel. This code applies to services provided in support of aircraft operations.

**Required Fields**

Mandatory Fields:

- Flight Number
- Location Code (Airport Code)
- Flight Date

Recommended Fields:

- Contract Number
- Charge Code Type
- ProductID
- AgreementID
- CommitmentID

**3.2.10.9 Charge Code: Customs Service Charge**

For costs related to customs services, such as mandatory inspections, cargo checks, bonded warehouse or bar checks, etc.

**Required Fields**

Mandatory Fields:

- Location Code (Airport Code)

Recommended Fields:

- Flight Number
- Flight Date
- ProductID
- AgreementID
- CommitmentID

**3.2.10.10 Charge Code: Deicing**

For de-icing services on an aircraft to fly in freezing conditions. Includes the de-icing and snow removal services, equipment usage, as well as any costs for de-icing fluids, clean-up and disposal. Covered by Section 3.17 of the IATA Standard Ground Handling Agreement (SGHA).

**Required Fields**

Mandatory Fields:

- Aircraft Registration Number
- Aircraft Type Code
- Flight Number
- Location Code (Airport Code)
- Flight Date

Recommended Fields:

- Product Id
- Contract Number
- Charge Code Type
- AgreementID
- CommitmentID

**3.2.10.11 Charge Code: Departure Stamps**

For any costs of departure stamps or other similar fees and charges paid for in advance of usage.

**Required Fields**

Mandatory Fields:

- Location Code (Airport Code)

Recommended Fields:

- Flight Date
- Flight Number

### 3.2.10.12 Charge Code: FastTrack

For charges related to fast track at the airport security.

#### **Required Fields**

Recommended Fields:

- Flight Date Time
- Flight No
- Passenger Name
- Cabin Class
- ProductID
- AgreementID
- CommitmentID

### 3.2.10.13 Charge Code: Immigration Fines

For fines and penalties levied by immigration authorities relating to the landing of inadmissible or improperly documented passengers.

#### **Required Fields**

Mandatory Fields:

- Flight Number
- Flight Date
- Passenger Name
- Location Code

Recommended Fields:

- Ticket Number
- ProductID
- AgreementID
- CommitmentID

### 3.2.10.14 Charge Code: Limousine

Charges related to the transportation of passengers in limousines from and to the Airport.

#### **Required Fields**

Mandatory Fields:

- Flight No
- Passenger Name
- Flight Date Time
- Address Line 1
- City Name
- Subdivision Code
- Subdivision Name
- Country Code
- Postal Code
- Ticket No
- Car Category @Name

Recommended Fields:

- Car Type @Name

- Car Transmissions @Name
- Car Air Fuel Condition @Name
- Cabin Class
- Contract No
- Latitude
- Longitude
- MiscData @Name @UOM Code
- Distance @UOM Code
- Address Line 2
- Address Line 3
- ProductID
- AgreementID
- CommitmentID

### 3.2.10.15 Charge Code: Lounge

For charges related to first class, business class or other lounge facilities provided to another airline as part of a service agreement.

#### **Required Fields**

Mandatory Fields:

- Flight Number
- Location Code (Airport Code where the lounge is located)
- PassengerName

Recommended Fields:

- Contract Number
- Cabin Class
- Reference No. @Name
- Ticket No.
- ProductID
- AgreementID
- CommitmentID

### 3.2.10.16 Charge Code: Mishandling Baggage

For charges related to mishandled baggage, including passenger amenity expenses as covered in Section 2.1.7 (d) of the IATA Standard Ground Handling Agreement (SGHA), and compensation for loss, delay, pilferage, theft or damage in accordance with Resolution 780.

Does not include delivery of recovered baggage to the passenger (see Baggage Delivery).

#### **Required Fields**

Mandatory Fields:

- Location Code (Airport Code where the mishandling of baggage has occurred)
- Flight Number
- Flight Date
- Mishandling Type (To indicate the type of claim/ mishandling; Loss/ Delay/ Pilferage/ Damage)
- Waypoint Code (To define the routing; entry, exit and/or intermediate points)
- Passenger Name
- Reference Number (e.g. World Tracer Number, Our Reference Number, Your Reference Number)

Recommended Fields:

- Charge Code Type
- ProductID
- AgreementID

- CommitmentID

### 3.2.10.17 Charge Code: Mishandling Passenger

For charges related to mishandled passengers, including accommodation in case of delay, meals, amenities, transport to hotels or alternative airports, etc.

Does not include the costs related to missing baggage (see Mishandling Baggage).

Expense vouchers supporting debits for passenger meals and sundry expenses must be provided to the billed airline as scanned documents or otherwise as agreed between the parties. Each service type should be stated as a separate line item in the invoice and the description should state the service type. Example, if there are charges for transportation and meals, then there should be two line items, one for 'Transportation' and one for 'Meals'.

#### **Required Fields**

Mandatory Fields:

- Location Code (Airport Code where mishandling of passenger has occurred)
- Flight Number
- Flight Date

Recommended Fields:

- Reference Number
- ProductID
- AgreementID
- CommitmentID

### 3.2.10.18 Charge Code: Motor Fuel

For fuel, petrol, diesel, oil, LPG, etc. used for ground equipment such as passenger or crew transport, aircraft tugs and other motorized equipment. Also covers fuel farm services for ground equipment under Section 6.4 of the IATA Standard Ground Handling Agreement (SGHA).

#### **Fields required:**

Mandatory Fields:

- Location Code (Airport Code where mishandling of passenger has occurred)

Recommended Fields:

- MiscData @Name @UOM Code
- ProductID
- AgreementID
- CommitmentID

### 3.2.10.19 Charge Code: Passenger Handling

For charges related to passenger services provided as part of a ground handling agreement. Includes charges for check-in desks, transfer desks, special transports, wheelchairs, medical support, recording of lost and damaged baggage, denied boarding costs, passenger handling staff and other services provided to or for passengers. Covered in Sections 2.1, 2.2, 2.3 of the IATA Standard Ground Handling Agreement (SGHA).

Does not include provision of lounge facilities to priority passengers (Lounge), compensation for lost or delayed baggage (Mishandling Baggage), cost of delivering mishandled baggage to passengers (Baggage Delivery) or provision of check-in or departure control systems (Ramp Handling).

#### **Required Fields**

Mandatory Fields:

- Flight Number
- Flight Date

- Location Code (Airport Code where the passenger is being handled)

Recommended Fields:

- Product Id (this field do not appear on the PDF invoice.)
- Contract Number
- AircraftRegistrationNo
- Charge Code Type
- Aircraft Type Code
- ProductID
- AgreementID
- CommitmentID

### 3.2.10.20 Charge Code: Passenger Transportation

For charges related to transportation of passengers to and from an aircraft, or to and from alternate locations as described in Sections 2.1, 2.2, 2.3 and 6.6 of the IATA Standard Ground Handling Agreement (SGHA).

Not for transportation to and from hotels or alternate locations in case of delay or disruption (see Mishandling PAX).

**Required Fields**

Mandatory Fields:

- Flight Number
- Location Code (Airport Code where the Passenger transportation has been provided)
- Flight Date

Recommended Fields:

- Flight Direction (Arrival/ Departure)
- Aircraft Type Code
- Charge Code Type
- ProductID
- AgreementID
- CommitmentID

### 3.2.10.21 Charge Code: Passenger Security

For charges related to security services provided as part of a ground services support agreement. Includes passenger and baggage screening and reconciliation as described in Section 7.1 of the IATA Standard Ground Handling Agreement (SGHA).

Does not include security charges when provided by an airport or government agency as required by law (see Airport & ATC above).

**Required Fields**

Mandatory Fields:

- Flight Number
- Location Code (Airport Code where the security is provided)

Recommended Fields:

- Flight Date
- Aircraft Type Code
- Charge Code Type
- ProductID
- AgreementID
- CommitmentID

### 3.2.10.22 Charge Code: Ramp Handling

For charges related to ramp services such as marshalling, cooling and heating, ramp communications, passenger steps and jetties, loading and unloading of baggage and cargo, aircraft starting and moving, ground power, toilet and water servicing, management or storage of cabin equipment and material, safety inspections and control of access to and security of aircraft and aircraft equipment. This section applies to both passenger aircraft and freighters. Covered by Sections 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 3.9, 3.12, 3.13, 3.14, 3.15, 7.3, 7.4 of the IATA Standard Ground Handling Agreement (SGHA).

The Charge Code includes load control services, pre-flight briefings for crews, VHF/UHF/HF ground-air communication services and assistance, flight planning, fuel requests and filing and crew administration (but not accommodation), as covered by Section 4 of the IATA Standard Ground Handling Agreement (SGHA).

The Charge Code includes use of computer equipment and service and ULD control as covered by Sections 6.2 and 6.3 of IATA Standard Ground Handling Agreement (SGHA)

If all ground handling services are provided as an undifferentiated whole (i.e. there is no breakdown provided, and all services are included as a single line item), then this Charge Code is to be used.

This Charge Code should also be used for management services, where itemized separately, as described in Section 1 of the IATA Standard Ground Handling Agreement (SGHA).

Does not include charges for use of parking bays, stands or hangars (see Stands), or rental of office or storage space as provided in Section 6.1 of the IATA Standard Ground Handling Agreement (SGHA). Use Charge Category Property.

#### **Required Fields**

Mandatory Fields:

- Flight Number
- Flight Date
- Location Code (Airport Code)

Recommended Fields:

- Contract Number
- Aircraft Type Code
- Flight Type Code
- Product Id
- Charge Code Type
- ProductID
- AgreementID
- CommitmentID

### 3.2.10.23 Charge Code: Rent Equipment

For charges related to rental of ground equipment, parts or spares to an airline as part of a ground handling agreement.

#### **Required Fields**

Mandatory Fields:

- Location Code (Airport Code where the equipment rental is provided)

Recommended Fields:

- Contract Number
- Product ID
- Part Number
- Flight Date
- Aircraft Type Code
- Flight Number
- AgreementID
- CommitmentID

#### 3.2.10.24 Charge Code: Stand

For charges related to use of aircraft stands and stand services, such as power and lighting, when not charged by the airport or government agency. Includes charges for long term standing, parking bays or use of hangar space when not charged as part of an engineering services agreement.

##### **Required Fields**

Mandatory Fields:

- Aircraft Registration Number
- Aircraft Type Code
- Flight Number
- Flight Date
- Location Code (Airport Code where the aircraft is parked)

Recommended Fields:

- Contract Number
- Stand Number
- Stand Type
- On Stand Date & Time
- Off Stand Date & Time
- ProductID
- AgreementID
- CommitmentID

#### 3.2.10.25 Charge Code: STPC

For the costs of passenger accommodation, meals and transport covered by the Stopover at Passenger Convenience (STPC) provisions of the Multilateral Interline Traffic Agreement (MITA).

##### **Required Fields**

Mandatory Fields:

- Ticket Number
- Flight Number
- Flight Date
- Location Code (Airport Code)

#### 3.2.10.26 Charge Code: Utilities

For charges relating to ground handling utilities such as electricity, water, waste, internet, etc.

##### **Required Fields**

Mandatory Fields:

- Charge Code Type

Recommended Fields:

- ProductID
- AgreementID
- CommitmentID

#### 3.2.10.27 Charge Code: Misc

For charges related to ground handling services not otherwise specified in the listing of available charge codes. Supporting information must be provided to allow the receiving airline to properly allocate and validate the charge.

##### **Required Fields**

Mandatory Fields:

- Location Code (Airport Code)

Recommended Fields:

- Aircraft Registration Number
- Aircraft Type Code
- Contract Number
- Flight Number
- Flight Date

### 3.2.11 Charge Category – IT Services

IT related services like communication charges, application charges etc. For example SITA invoices will be routed through this category.

The various charge codes in this category are:

#### 3.2.11.1 Charge Code: Application Charges

For costs related to the provision of IT services by third parties, such as reservations, cargo, ticketing and departure control systems. Does not include the use of departure controls systems provided by handling agents (see Passenger Handling).

##### **Required Fields**

Mandatory Fields:

- Location Code

Recommended Fields:

- Member Code
- Numeric Customer Code
- Product Id
- Country Code
- Product Group
- Product Name
- Activity Date
- Station Code (Station where service was provided)
- Add On Charge (Example Discount)
- Country Code (In the Tax node at either the Line Item or Line Item Detail level)
- AgreementID
- CommitmentID

Please note: Though the above fields are recommended, these details should be provided if relevant for the service rendered.

#### 3.2.11.2 Charge Code: Communication Charges

For charges related to communications services provided as part of an IT services or telecommunications services agreement. Includes telephone services, radio equipment and internet access charges.

##### **Required Fields**

Mandatory Fields:

- Location Code

Recommended Fields:

- Member Code
- Numeric Customer Code
- ProductID
- Country Code
- Product Group
- Product Name
- Activity Date

- Station Code (Station where service was provided)
- Add On Charge (Example Discount)
- Country Code (In the Tax node at either the Line Item or Line Item Detail level)
- AgreementID
- CommitmentID

Please note: Though the above fields are recommended, these details should be provided if relevant for the service rendered.

### 3.2.11.3 Charge Code: Financial Charges

Used by SITA and other service providers for services such as membership charges, annual payments on account, penalties related to settlement delays, and offsets for over-recoveries.

#### **Required Fields**

Mandatory Fields:

- Location Code

Recommended Fields:

- Member Code
- Numeric Customer Code
- ProductID
- Country Code
- Product Group
- Product Name
- Activity Date
- Station Code (Station where service was provided)
- Add On Charge (Example Discount)
- Country Code (In the Tax node at either the Line Item or Line Item Detail level)
- AgreementID
- CommitmentID

Please note: Though the above fields are recommended, these details should be provided if relevant for the service rendered.

### 3.2.11.4 Charge Code: Misc

For charges related to other services provided by IT service providers not otherwise specified in the listing of available charge codes. Supporting information must be provided to allow the receiving airline to properly allocate and validate the charge.

#### **Required Fields**

Mandatory Fields:

- Location Code

Recommended Fields:

- ProductID
- AgreementID
- CommitmentID

### 3.2.12 Charge Category – Mail

Mail related charges will be routed through this category.  
The various charge codes in this category are:

#### 3.2.12.1 Charge Code: Mail

For charges related to the carriage of post office mail. NOTE: paper supports may be required in accordance with Universal Postal Union (UPU) regulations.

##### **Required Fields**

Mandatory Fields:

- Mail Number (CN Number)
- Mail Category ( As per UPU Standard S41; UPU Code 115)
- Mail Class (As per UPU Standard S41; UPU Code 116)
- Location Code (Airport Code of the departure/ transshipment and airport code of off-loading)
- Flight Number
- Bag Number

Recommended Fields:

- Number of bags
- Flight Date
- Container Number
- Consignment Number
- ProductID
- AgreementID
- CommitmentID

Gross weight of the mail will be stated in the quantity field.

Note: It is strongly recommended to mention Origin and Destination details in your invoice; this will allow your partner to clearly identify the route of the shipment.

#### 3.2.12.2 Charge Code: Misc

For charges related to mail services not otherwise specified in the listing of available charge codes. Supporting information must be provided to allow the receiving airline to properly allocate and validate the charge.

##### **Required Fields**

Mandatory Fields:

- Location Code

Recommended Fields:

- ProductID
- AgreementID
- CommitmentID

### 3.2.13 Charge Category – Partner Alliance

Services provided by Partner Alliances will be routed through this category.  
The various charge codes in this category are:

#### 3.2.13.1 Charge Code: Block Space

For charges related to blocked space agreements, where a specific number of seats or an amount of cargo space has been purchased for a pre-determined amount. Arrangements are not commissionable or prorateable. Also known as block space code-share.

##### **Required Fields**

Mandatory Fields:

- Location Code

Recommended Fields:

- Contract Number
- Flight Number
- Flight Date
- ProductID
- AgreementID
- CommitmentID

#### 3.2.13.2 Charge Code: Code Share

For charges related to code-share agreements between airlines, usually based on numbers of seats sold by the other party on an on-demand basis through reservations systems. Also known as freesale or freeflow code-share. Arrangements are usually commissionable and prorateable.

##### **Required Fields**

Mandatory Fields:

- Location Code

Recommended Fields:

- Contract Number
- Flight Number
- ProductID
- AgreementID
- CommitmentID

#### 3.2.13.3 Charge Code: FF Redemption

The miles collected by the Frequent Flyer members can be redeemed for Award tickets on the flights as set in the Frequent Flyer Agreement between the Airline Parties

##### **Required Fields**

Mandatory Fields

- Location Code

Recommended Fields:

- ProductID
- AgreementID
- CommitmentID

#### 3.2.13.4 Charge Code: FF Accrual

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 Airline Parties.

**Required Fields**

Mandatory Fields

- Location Code

Recommended Fields:

- ProductID
- AgreementID
- CommitmentID

#### 3.2.13.5 Charge Code: Joint Venture

For charges related to joint venture agreements between participants.

**Required Fields**

Mandatory Fields:

- Location Code

Recommended Fields:

- ProductID
- AgreementID
- CommitmentID

#### 3.2.14 Charge Code: Promotion

For charges related to sales promotions when shared between participants.

**Required Fields**

Mandatory Fields:

- Location Code

Recommended Fields:

- ProductID
- AgreementID
- CommitmentID

##### 3.2.14.1 Charge Code: Misc

For charges related to partner or alliance services not otherwise specified in the listing of available charge codes. Supporting information must be provided to allow the receiving airline to properly allocate and validate the charge.

**Required Fields**

Mandatory Fields:

- Location Code

Recommended Fields:

- Charge Code Type
- ProductID
- AgreementID
- CommitmentID

### 3.2.15 Charge Category – Passenger

This Charge Category is only used for Invoices generated for IATA BSP. The various charge codes in this category are:

#### 3.2.15.1 Charge Code: Air Transport, Ancillary, Commission

The specific Charge Codes of Air Transport, Ancillary and Commissions under the Charge Category of "Passenger" have been exclusively defined for BSP agents and these Charge Codes are to be used only by IATA; they are not for industry use.

##### **Required Fields**

Mandatory Fields:

- Location Code (Airport Code where space has been rented)

Recommended Fields:

- ChargeCodeType
- ProductID
- AgreementID
- CommitmentID

### 3.2.16 Charge Category – Property

Property related will be routed through this category.  
The various charge codes in this category are:

#### 3.2.16.1 Charge Code: Car Parking

It refers to 'employee parking' that is a reserved area for authorized personnel working at the airport, airline crew or staff. And 'short-term metered parking' used by passengers or visitors for a limited time and usually charged by the hour via meters.

##### **Required Fields**

Mandatory Fields:

- Location Code (Airport Code where space has been rented)
- OnStandDateTime
- OffStandDateTime

Recommended Fields:

- ParkingName
- ProductID
- AgreementID
- CommitmentID

#### 3.2.16.2 Charge Code: Parking Card

It refers to the permit or access card that allows a vehicle to be parked in designated airport parking areas.

##### **Required Fields**

Mandatory Fields:

- Location Code (Airport Code where space has been rented)

Recommended Fields:

- ParkingName
- Card @Type
- TotalCards

- CardStart
- CardAdded
- CardCancelled
- NetCards
- ProductID
- AgreementID
- CommitmentID

### 3.2.16.3 Charge Code: Rent

Charges for rental of space for use will be raised using this charge code.

#### **Required Fields**

Mandatory Fields:

- Location Code (Airport Code where space has been rented)

Recommended Fields:

- Contract Number
- Area Details
  - Area ID
  - Area Name
  - Area Location ID
  - Area Location Name
  - Address
  - City Name
  - Subdivision Code
  - Subdivision Name
  - Country Code
  - Country Name
  - Postal Code
  - Area Size
  - Area Type
- ProductID
- AgreementID
- CommitmentID

### 3.2.16.4 Charge Code: Misc

For charges related to use of property not otherwise specified in the listing of available charge codes. Supporting information must be provided to allow the receiving airline to properly allocate and validate the charge.

#### **Required Fields**

Mandatory Fields:

- Location Code (Airport Code where space has been rented)

### 3.2.16.5 Charge Code: Utilities

For charges relating to property utilities such as electricity, water, waste, internet, etc.

#### **Required Fields**

Mandatory Fields:

- Charge Code Type

Recommended Fields:

- ProductID
- AgreementID
- CommitmentID

### 3.2.17 Charge Category – Service Provider

Services provided by service providers like IATA, ATPCO etc. raised will be routed through this category.

The various charge codes in this category are:

#### 3.2.17.1 Charge Code: Assessment

Volume or throughput charges for Clearing House and other services.

The General Operating Expense Assessment and the Airline-Related Participant Participation Fee charges by ACH will be raised with this charge code.

##### **Required Fields**

Mandatory Fields:

- Charge Code Type (To define the type of assessment charge. Values are: Participation Fee/ General Assessment)
- Location Code

Recommended Fields:

- ProductID
- AgreementID
- CommitmentID

#### 3.2.17.2 Charge Code: BSP

For charges related to BSP or ASP services invoiced by IATA or ARC.

##### **Required Fields**

Mandatory Fields:

- Location Code

Recommended Field:

- ProductID
- AgreementID
- CommitmentID

#### 3.2.17.3 Charge Code: CASS

For charges related to CASS services invoiced by IATA.

##### **Required Fields**

Mandatory Fields:

- Location Code

Recommended Field:

- ProductID
- AgreementID
- CommitmentID

#### 3.2.17.4 Charge Code: CDA

Debits or credits for IATA Clearing House Call Day adjustments, as calculated by the ICH under its Regulations.

##### **Required Fields**

Mandatory Fields:

- Exchange Rate (The FDR used for converting the Original Invoice Current amount to Clearance Currency Amount)
- Daily Rate (The daily exchange rate that was used for calculating the settlement amount on call day.)
- Amount (Original Invoice Amount/ Original Converted Amount/ Adjusted Converted Amount)
- Invoice Ref Number (To indicate the original invoice number)
- Location Code

Recommended Field:

- ProductID
- AgreementID
- CommitmentID

### 3.2.17.5 Charge Code: Fees

Fees for participation in the clearing houses. This code may also be used by other participants when invoicing for fees as part of an agreement between them.

#### **Required Fields**

Mandatory Fields:

- Location Code

Recommended Fields:

- Recipient
- ProductID
- AgreementID
- CommitmentID

### 3.2.17.6 Charge Code: FF Miles

For the sale, purchase or exchange of frequent flyer miles between service providers, or between an airline and a service provider such as car hire companies, hotels, stores, and other users or providers of services charged against frequent flyer miles (NOTE: for exchanges, sales etc between airlines, see Partner/Alliance above).

#### **Required Fields**

Mandatory Fields:

- Location Code

Recommended Fields:

- ProductID
- AgreementID
- CommitmentID

### 3.2.17.7 Charge Code: GDS

For charges related to services provided by Global Distribution Services.  
The GDS charges will be provided in the following product codes.

1. GDS Fees: All charges for products included in the Distribution Agreement which includes MIDT. Line item detail will be included in the Invoice Supporting Detail that will be sent direct to the current Distribution contacts.
2. IT Consulting and Programming: Charges related to Consulting, Development and Implementation services included as part of the IT Contract.
3. IT Hosting or Hardware: On-going charges included in the IT Contract not classified as Consulting & Programming.

4. Name TBA: Exceptional concepts not included under Distribution or IT categories.

**Required Fields**

Mandatory Fields:

- Location Code

Recommended Fields:

- ProductID
- AgreementID
- CommitmentID

In case of GDS invoice rebilling to partners the same charge code and product ID as the original billed invoice should be used.

### 3.2.17.8 Charge Code: GSA Contract

For charges related to GSAs.

**Required Fields**

Mandatory Fields:

- Location Code

Recommended Always Fields:

- PO Number (Purchase Order Number)
- Contract Number
- ProductID
- AgreementID
- CommitmentID

### 3.2.17.9 Charge Code: Hotel

Cost of local hotel accommodation for pilots and cabin crew while in transit, employee on duty, and passenger in transit or misrouted. Also includes meals provided while on the ground, if appropriate.

**Required Fields**

Mandatory Fields:

- Flight Date Time
- Flight No
- Room Category @Name

Recommended Fields:

- Aircraft Type Code
- Staff ID
- Staff Name
- MiscData @Name @UOM Code
- Start Date Time
- End Date Time
- Room Type @Name
- Bed Type @Name
- Number of Bed
- Type of Stay
- Employee Type
- Voucher Code
- Guest No
- Contract No
- ProductID
- AgreementID
- CommitmentID

### 3.2.17.10 Charge Code: Publication

For charges related to manuals and other publications supplied by IATA and other companies.

#### **Required Fields**

Mandatory Fields:

- Recipient (Name of the person placing the order)
- Location Code

Recommended Fields:

- PO Number (Purchase Order Number)
- PO Line Item Number (The line item in the Purchase Order to which the charge in the invoice corresponds)
- ProductID
- AgreementID
- CommitmentID

### 3.2.17.11 Charge Code: Meetings/ Conferences/Accommodation

For charges related to participation fees for conferences or hotel accommodation, invoiced by IATA or other conference and exhibition service providers.

#### **Required Fields**

Mandatory Fields:

- Location Code (Code of the place where the meeting/ conference is held)
- Staff Name

Recommended Fields:

- ProductID
- AgreementID
- CommitmentID

### 3.2.17.12 Charge Code: Training

For charges related to training services provided by IATA and other non-airline participants.

#### **Required Fields**

Mandatory Fields:

- Location Code
- Participant details
  - Staff Name

Recommended Fields:

- Add On Charge
- Participant Details
  - Staff Id
- ProductID
- AgreementID
- CommitmentID

### 3.2.17.13 Trucking

Charges related to cargo ground transportation.

#### **Required Fields**

Mandatory Fields:

- ProductID

- Location Code @Type

Recommended Fields:

- AgreementID
- CommitmentID

### 3.2.17.14 Charge Code: Misc

For charges related to other services provided by non-airline service providers not otherwise specified in the listing of available charge codes. Supporting information must be provided to allow the receiving airline to properly allocate and validate the charge.

#### **Required Fields**

Mandatory Fields:

- Location Code

Recommended Fields:

- ProductID
- AgreementID
- CommitmentID

## 4 Miscellaneous Credit Note

Credit notes in Miscellaneous will be issued for actions such as:

1. The reversal of an erroneous debit which has already been submitted in SIS
2. Where the service naturally results in a credit
3. To credit back a duplicate payment received in error, e.g. settled bilaterally as well as through the Clearing House

Credit notes will not normally be used as a means of adjusting invoices, except as a result of a Clearing House Protest, in which case a credit invoice must be issued by the Member that has entered the disputed charge, including the Settlement Method Indicator "R".

When an IS-XML is used for issuing a credit note, the following should be ensured;

1. The value of the field 'InvoiceType' is 'Credit Note'
2. The values are provided as a negative amount.
3. The Charge Category & Charge Code are correctly specified

When IS-WEB is used for issuing a credit note, the following needs to be ensured.

1. The values are provided as a negative amount.
2. The Charge Category & Charge Code are correctly specified

If the Charge Amount is to be credited, it will be reported as negative in the Credit Note. The Unit Price in such a case will also be negative. The Quantity will always be positive (Invoice or Credit Note).

Similarly if Tax Amount is to be credited, the Tax Amount will be reported as a Negative amount. If the Taxable Amount is also specified then even that amount will be reported as negative, The Taxable percentage will be positive in all cases (Invoice or Credit Note). Same logic is applicable for AddOnCharges as well.

Please note that the line item details will not be required to be provided, hence the validation for the required and mandatory fields as specified in the above section will not be done by SIS. However, if a line item detail is provided then the mandatory fields defined for the Charge Category and Charge Code will be validated.

- a. If the exchange rate is provided in the input file then the exchange rate as per the billing month of the original invoice against which the credit note is being raised should be provided. System will not validate exchange rate with the current month FDR and will populate a code 'EX' in the IS-Validation field to indicate that the FDR could be incorrect. This invoice will not fail validation.
- b. If the exchange rate is not provided in the input file then the system will populate the current month FDR (FDR of the billing month in which the invoice is being submitted) and will set the SIS Validation Flag as 'EX' indicating that the exchange rate should be verified as it might not be the exchange rate of the original invoice. This invoice will not fail validation.

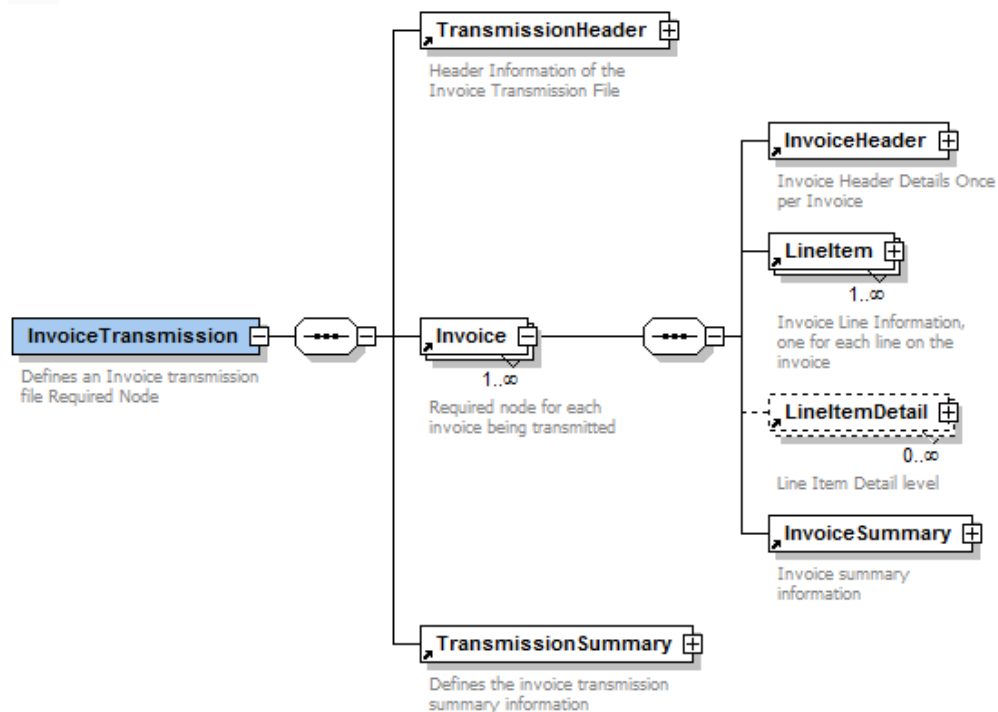
## 4.1 Billing Input and Output Formats

The carriers have 2 options of providing as well as receiving the billing data in SIS:

- *IS-XML* – An advanced file format for providing Miscellaneous billing data
- *IS-WEB* – An online interface to manually capture the Miscellaneous billing information into SIS

### 4.1.1 IS-XML

The structure of the IS-XML file is as shown below:



#### Transmission Header

The Transmission header element contains header level data that describes the transmission. There is only one instance of this element for each transmission.

#### Invoice

The Invoice element is the main component business wise of a transmission. There can be multiple invoice elements for each transmission. The Invoice element contains four main elements:

##### Invoice Header

- Provide header information about the invoice

##### Line Item

- In one invoice several types of services and products can be invoiced (one per line item)
- Each Invoice element contains one (at least) or more line item elements.
- The line item provides a summary-level data for line item detail elements.

##### Line Item Detail

- The detail information is quite specific of the type of product and service being invoiced.
- It contains detailed data about each line item element.

- The line item detail information provides the customer with all information needed to reconcile the amount being invoiced in each line item. This is very much what can be found in the supporting documents in the paper world.

#### Invoice Summary

- It provides summary information for each invoice.

#### Transmission Summary Element

This element will be used by the recipient of the electronic message to make some validation and ensure that the data has not been damaged during its creation or transfer. It contains totals for the overall transmission.

Refer to [Chapter 11 – Section 11.2](#) for details of the IS-XML Record Structure

The IS-XML file can be provided on a daily basis to SIS. There is no restriction on the number of IS-XML files that can be submitted in a day. The output IS-XML file will be generated on a weekly basis (or daily, for bilateral invoices).

#### Note:

1. **It is recommended that, where possible, the Participant standardize on the IS-XML for all of electronic invoices. This includes suppliers and any other e-invoicing companies.**
2. **It is recommended that Participant's system is developed so that all fields in the standard are available to be used. While the fields may not be considered mandatory, or even optional, today for a given charge category/code it is possible that:**
  - a. **As a billed participant, you might receive data in one of the fields that isn't currently optional or mandatory for that given charge Category/Code; or**
  - b. **A field may be made optional or mandatory for that given Charge Category/Code**

#### 4.1.2 IS-WEB

The user can capture the invoices online through the IS-WEB. The user can select the create invoice option from the main menu and create an invoice manually. The invoice header, reference data and Line Item level data are captured on the main screen. To capture Line item details, taxes and additional charges breakdown details, links are provided on the main screen. Only the fields defined/ required for a combination of Charge Category & Charge Code will be displayed on the screen. The data validation is done online and user is prompted to correct data errors before being allowed to save or submit the invoice. User can link the supporting documents online while creating the invoice.

Users are able to preview the invoice PDF prior to its submission. This is applicable to Miscellaneous Invoices and Credit Notes captured in IS-WEB. The previewed Invoice / Credit Note is available in PDF format and gives users an opportunity to review how the final PDF would look before they submit the invoice / Credit Note in SIS.

## 4.2 SIS Validation

### 4.2.1 Overview

The SIS format billing files submitted by the Participants are validated thoroughly by SIS before it is considered for further processing. The Validation of billing files is a two step process in SIS.

1. All SIS format billing files are first put through a **Sanity Check** step. In this step the file is checked for structure errors and errors which would make the file fail any further processing. The entire file is rejected by SIS in case of a Sanity Check error. SIS will maintain only an audit trail of the submission event and details of failure. SIS will revert back to the Billing Entity with a detail log of errors. **These errors cannot be corrected online over IS-WEB.** The billing entity will have to delete the submitted file by going on to IS-WEB and submit a corrected file so that the invoices can be processed further. If the file passes Sanity Check it is loaded onto the SIS Billing Record Database for further processing.
2. On successful completion of Sanity Check, the file is loaded onto the Billing Record Database and **Detail Validation** checks are performed. At this step the invoices within the file is checked for all the details and validations carried out as mentioned in the Validation rules section of the corresponding IS-XML excel file are applied.

The Invoice data submitted via IS-WEB is validated at the time of capture and errors (if any) are highlighted to the users online.

### 4.2.2 Sanity Check

The Sanity Checks are classified into two categories: *General Checks* which are applicable for all files submitted into SIS and the *Specific Checks* for IS-XML files.

The General Checks is composed of:

1. File Naming Convention: With the exception of manual upload of individual supporting documents by users, all files received by SIS should have a filename follows a specific pattern. Refer to [Chapter 11 - Section 11.1.2](#) for details.
2. Duplicate Files: This check is performed on files where the filenames contain the date and time of file generation; This helps in uniquely identifying a file and to determine if the same file was received earlier by SIS or not
3. Successful De-Compression Check: With the exception of manual upload of individual supporting documents by users, all other files are expected to be in compressed format, and would need to be de-compressed for further sanity checks.
4. Acceptable Characters Check: For data files, control characters (non-printable characters) are unacceptable at any part of the file.

The Sanity Check rules are enforced by the Schema Definition (.xsd files) for the IS-XML data input. The conditions that result in a Sanity Check Error in case of an IS-XML file are as follows:

1. Error while validating the IS-XML file against its Schema definition files
2. The count of Invoices reported in the Transmission Summary not equal to the actual number of Invoices reported in the IS-XML file
3. The Total Billing Amount reported in the Transmission Summary not equal to the sum of the Total Invoice Amounts (grouped by Currency of Billing) reported in the IS-XML file
4. The SellerOrganization->OrganizationID (Billing Entity Code) changes within the file (with exceptions in case of Call Day Rate Adjustment invoices).
5. IS-XML file is received from un-migrated to SIS as per the Member Profile.

In the above checks if an error is encountered the file will be marked to be having Sanity check error and an alert report will be sent to the SIS participant. None of the Invoice within the billing file will be considered for further processing.

#### 4.2.3 Detail Validation

On successful completion of the Sanity Check process, the data within the billing file is loaded onto the Billing Record Database. The data is then checked for all the details and validations carried out as mentioned in the Validation rules section of the IS-XML excel file are applied. SIS will have a tolerance of USD 0.05 to take care of any minor Currency conversion or rounding issues and a tolerance of USD 0.50 for invoice total summations.

SIS will perform Detailed Validations on all Invoices in the billing file and will not stop at the first error encountered. At the end of the Detailed Validation process, a report is generated listing all the errors encountered and is emailed to the Contact defined in the Member Profile to receive validation notifications. The same report is also available online over the IS-WEB.

Note: The validation report is not sent via email to the contact defined in Member Profile. The email alert will only tell that the validation report contains errors and has been generated.

Validation error granularity/applicability can be dictated by the Member Profile preference setting for validation errors in two levels:

1. Members can choose to reject the entire file along with all its invoices even if there is a single validation error encountered. If this preference is set SIS will not process invoices within the file which are successfully validated for subsequent steps. To process the invoices within a file the SIS participant has to load a new file for processing. This file will be taken through the sanity check and validation check process again.
2. If the Member Profile is set to reject individual invoices on validation failure then SIS will mark individual invoices as successful or failed and the successfully processed invoices will be taken through subsequent billing/settlement processing.

The Validation report will be made available to the Participant as soon as the Validation process is completed. The response time is expected to be around 2 hours from the receipt of the billing file during normal loads and 4 hours during peak loads.

#### 4.2.4 Validation Error Correction

The files which fail Sanity Check process are not loaded onto the Billing Record Database. The status of the file is marked as "*Sanity Check Failed*". The Participant can access the submitted file via IS-WEB and download the same (if needed). The Participant will have to fix the errors reported in the Sanity Check process and submit a fresh file to SIS for processing.

On successful completion of the Sanity Check process, the data within the billing file is loaded on to the Billing Record Database and subjected through Detailed Validation. The status of the individual Invoices are updated at the end of the Detailed Validation process as follows:

1. *Ready For Billing*: No validation error encountered
2. *Error – Correctable*: The Invoice contains errors; but all errors encountered can be corrected online via IS-WEB.
3. *Error – Non Correctable*: The Invoice contains errors and at least one of them is non correctable
4. *Validated-On Hold*: No validation error encountered in the Invoice, however the Invoice is kept on hold as the Participant has chosen to control the validation process at a file level (i.e. entire file to be rejected in case of any validation error) in the Member Profile and there is at least one invoice within the file which is in error.

For "Error – Correctable" cases, the Participant can correct the error over IS-WEB. The correctible fields are those which do not involve any data value change and are generally reference data fields like a wrong city code. IS-WEB will allow batch updates to be made in case of repetitive errors for certain fields. Such batch updates will be applicable for all error invoices submitted within a particular file. After each update, SIS will revalidate the transactions and update the status of the transaction and invoice accordingly.

For "Error – Non Correctable" cases, the Participant will have to delete the invoice (or the complete billing file with all invoices if the Participant wants to control the validation process at a file level) via IS-WEB and provide a fresh file with the corrected invoice information. If the Participant fails to delete the

invoice and submits corrected invoice information with the same invoice number, the new invoice submission will also fail in the validation process because of Duplicate Invoice Number check. However, if the "Allow resubmission of failed Invoices" option in the 'Member Profile', 'Miscellaneous' tab is enabled then Member is allowed to resubmit the Invoice with the same Invoice number.

**Note: SIS will not delete any invoice information submitted by the Billing Entity automatically on validation failure.**

In case the Participant is unable to complete the correction of invoices in "Error – Correctable" status by the end of the Billing Period (ACH Recap Sheet Submission Deadline for Invoices to be settled via ACH and ICH Period Closure Day for Invoices having Settlement Method Indicator other than ACH), there are two options available for settling such invoices:

1. Increment the Period Number of the Invoice through the Processing Dashboard screen on the IS-WEB. Any such increment in the Period Number of the Invoice in SIS might have an impact to the Billing Entity's Accounting System and this will have to be managed by the Billing Entity. The Period Number increment can be done only within the Clearance Month and cannot traverse multiple Clearance Months. For e.g.: Invoices submitted in Period 2 of Jan 2010 Clearance Month can be incremented to Period 3 or Period 4 of Jan 2010 Clearance. It cannot be incremented further and the invoice information will have to be deleted.
2. Correct all errors except for Billing Period mismatch, as the Billing Period of the Invoice and the Billing Period currently open in SIS will not be the same after Period Closure, and request for Late Submissions (see [Chapter 6 – Section 6.3](#)). This option is available only if the Late Submission Acceptance Window is open and if the Clearing House (ICH or ACH) considers the request. In case of ICH, there is a penalty associated with such requests.

### 4.3 Rejection & Correspondence Process

SIS supports Rejection Invoices to be submitted electronically via IS-XML as well as manually captured via IS-WEB interface.

A Miscellaneous Rejection Invoice can be created for rejecting a previously billed Invoice in part or full. While creating a Rejection Invoice, it is mandatory to specify the original Invoice Number and the original billing month-period. In case only a part (specific line items) of an invoice is being rejected, the Rejection Invoice should include reference to the Line Item number of the Original Invoice being rejected. SIS mandates that each Rejection invoice be accompanied by the Reason code for which a rejection is being raised. The reason for rejection can be further detailed in the invoice either in the 'Notes' or in the service Description field. It is recommended that the original description of service is retained in the rejection invoice. SIS also validates that Location IDs for both the billing and billed entity are maintained during the rejection process. If a mismatch is encountered, invoices will fail validation as "Error Non-Correctable".

A Line item detail cannot be rejected. Hence, the Mandatory and Recommended fields for the Charge Category Charge Code combination are not required to be provided. SIS will not validate the Mandatory & Recommended fields required at the Line Item Detail level for a Rejection Invoice. However, if a line item detail is provided then the mandatory fields defined for the Charge Category and Charge Code will be validated.

A Miscellaneous Rejection Invoice can only refer to a single Original Invoice. Multiple Invoices cannot be clubbed and rejected by a single Rejection Invoice. The rejection cycles in SIS will be governed by the rules of individual Clearing House. Currently ACH allows an invoice to be rejected two times whereas IATA allows only a single rejection.

A new validation introduced with Release 1.8 in May P1 2016 ensures that final stage Miscellaneous Rejection Invoices submitted after the applicable time limit fail validation as Error Non-Correctable.

Reason Codes for Rejection Invoices:

| Code | Reason Description  |
|------|---|
| 01   | As per your Authorisation Number #  |
| 02   | Charge does not conform to the Terms/Conditions of the Contract   |
| 03   | Charge is not covered by a Contract   |
| 04   | Damaged Goods   |
| 05   | Dispute Quantity  |
| 06   | Dispute Total Amount  |
| 07   | Dispute Unit Price  |
| 08   | Duplicate Billing   |
| 09   | Goods Returned  |
| 10   | Incomplete or Inadequate Invoice Description failing to explain additional charges  |
| 11   | Incorrect Aircraft Registration Number  |
| 12   | Incorrect Aircraft Type Code (IATA or ICAO)   |
| 13   | Incorrect Baggage Information   |
| 14   | Incorrect Billing Currency  |
| 15   | Incorrect Billing Period  |
| 16   | Incorrect Charge Code has been used   |
| 17   | Incorrect Flight Number   |
| 18   | Incorrect Member Code   |
| 19   | Invoice used instead of Rejection   |
| 20   | Incorrect Field used for data   |
| 21   | Incorrect Location (Profile) ID for billed party used   |
| 22   | Incorrect Pax Information   |
| 23   | Incorrect Charge Category has been used   |
| 24   | Incorrect Tax Calculation   |
| 25   | Missing Supporting Information  |
| 26   | No approval can be obtained for the charge. Provide contact details for approving authority   |
| 27   | PO Number Unknown   |
| 28   | Service Date Dispute  |
| 29   | Service Location Incorrect/Incomplete(For example, GDL in header where supporting information shows multiple locations or various locations entered in invoice description lines) |
| 30   | Service Not Provided  |
| 31   | Tax Amount is Incorrect   |
| 32   | Tax Base Amount is Incorrect  |
| 33   | Tax is not broken down on the invoice whereas the tax is broken down in supporting information  |
| 34   | Undefined Claim   |
| 35   | Flight(s) not operated  |
| 36   | Incorrect operator billing  |
| 37   | Incorrect origin/destination aerodrome  |
| 38   | Incorrect Charge Calculation  |
| 39   | Incorrect Distance Flown  |
| 40   | Incorrect Passenger Exceptions/Exemptions (IN, CH, Diplomats, etc.) count   |
| 41   | Incorrect ATA (Actual Time of Arrival) or ATD (Actual time of Departure)  |
| 42   | Incorrect MTOW/Weight   |
| 43   | VFR/Training flight   |
| 44   | Discount to airline   |
| 45   | Duplicated flight(s)  |
| 46   | Incorrect billing entity  |
| 47   | Incorrect Engine number   |
| 48   | Incorrect Noise category  |
| 49   | Incorrect Passenger Count   |

Once the rejection cycle is over and the dispute on the billing is not settled, the entity receiving the last Rejection invoice can initiate a Correspondence to pursue the case further. The process of Correspondence is managed via IS-WEB and this will be the only medium available to the billing/billed entities to communicate. There is currently no limit on the number of iterations of Correspondence between the billing and billed entity, however each Correspondence has a time limit for action to be taken on it. The time limit for Correspondence is governed by the rules of individual Clearing House.

When a Correspondence is initiated for the first time, SIS generates a unique Correspondence Reference Number for the same. Any subsequent correspondence will continue with the same Correspondence Reference number.

The table below lists some specific scenarios in the Correspondence Process:

| Sr. No. | Entity receiving the last Rejection Invoice  | Entity raising the last Rejection Invoice  | Notes   |
|---------|--|--|---|
| 1       | Correspondence initiation is always done by this entity  | The first Correspondence is always received by this entity.  | Correspondence can be done only over IS-WEB.  |
| 2.      | This entity cannot issue "Authority to bill"   | "Authority to bill" can be issued only by this entity  | "Authority to bill" is issued when the entity grants its approval to the other party to Invoice. When such approval is granted the entity specifies the amount for which the approval is provided. The entity receiving the authority can either raise an Invoice for the amount approved or continue with the Correspondence if it doesn't agree with the approval amount. |
| 3.      | If this entity does not respond to the Correspondence by the time limit, the Correspondence is marked as expired and that is the end of the dispute cycle. | If this entity does not respond to the Correspondence by the time limit, the Correspondence is marked as expired. The other entity in the dispute has the right to Issue an Invoice equal to the last Correspondence Amount. | SIS will not allow any further Correspondence reply on Correspondences which are marked as Expired.   |

When an Authority to Bill is given or when a correspondence expires, the other entity in dispute can issue an invoice equal to the last correspondence amount. A correspondence invoice can refer to a single correspondence only. Multiple correspondences cannot be clubbed in one correspondence invoice. While creating a Correspondence Invoice, it is mandatory to specify the last Rejection Invoice Number and Correspondence Reference Number and indicate if the Correspondence Invoice is due to an Authority to Bill or due to expiry. It is also necessary to specify the correct Charge Category & Charge code in the invoice and should be as stated in the last rejection invoice except in cases where the previous rejection was due to an incorrect Charge Category & Charge Code. However, the Mandatory & Recommended fields required for a Charge Category Charge Code combination are not required to be stated in this invoice. SIS will not validate the Mandatory & Recommended fields required at the Line Item Detail level for a Correspondence Invoice. However, if a line item detail is provided then the mandatory fields defined for the Charge Category and Charge Code will be validated.

For both, Rejection Invoice and Correspondence Invoice, if the exchange rate is provided in the input file then the exchange rate as per the billing month of the original invoice should be provided. If the system is not able to trace the Original Invoice month details, system will flag that the exchange rate could not be

validated and populate a code 'EX' in the IS-Validation field to denote that. This invoice will not fail validation.

If the exchange rate is not provided in the input file then the system will populate the original month FDR if the system can find the original invoice in the SIS database else it will populate the current month FDR (FDR of the billing month in which the invoice is being submitted) and will set the SIS Validation Flag as 'EX' indicating that the exchange rate should be verified as it might not be the exchange rate of the original invoice. This invoice will not fail validation.

If the initiator of the correspondence decides not to pursue the correspondence further, they can close the case. Accordingly, the status of the correspondence is changed to "Closed" with the sub-status "Accepted by Correspondence Initiator" by the system.

For ICH entities that have ceased operations and are under bankruptcy proceedings the ICH runs a special clearance where all claim by and to this suspended entity are processed. If the correspondence is resolved with an authority to bill to bill granted during the post-suspension claim submission period designated under IATA Clearing House Procedure 18, these transactions will be included in the Special Clearance.

Effective March 2023, as part of SIS Release 1.17, upon closure of the 'Special clearance' by ICH, any open correspondences related to ICH billings (SMIs I, M or X) involving the suspended entity will be closed automatically by the system and the correspondence status will be changed to status 'Closed' and sub-status 'Finalized-SIS Suspension'.

The IATA Revenue Accounting Manual time limit rules are no longer enforceable after the IATA Clearing House Special Clearance has completed. Any discussion, agreement, and settlement with the suspended carrier on these correspondence cases can only continue by a bilateral agreement on a bilateral level.". However, since the correspondences are still active in SIS the entities continue sending the correspondences back and forth as they are afraid that should they not reply then they would receive a debit for no reply in SIS.

#### **4.4 Dispute Process**

A Dispute for a Miscellaneous Original Invoice can be created by either a Billing Member for incorrectly billed original invoice or a Billed Member when does not agree with the charges. It is not possible to initiate or reply to a dispute once the applicable Time Limit has passed. Further communication between both Members will continue until the dispute is closed. Closure of a dispute can be due to agreement of either the Billing Member or Billed Member. In case of no response within the applicable Time Limit, SIS will close the dispute automatically.

If there is merit in the dispute, then it will be offset by submitting a Credit Note from the Billing Member of the Original Invoice. Disputes can be raised for Original Invoices with Bilateral SMIs other than SMI 'X' only, and not for Rejection Invoices, Correspondence and Credit Notes. A dispute can pertain to one Invoice only, however more than one dispute can be raised for the same Invoice.

Any Charge heads from the Invoice can be disputed as a contested item, i.e. Invoice Header, Line Items or Line Item Details.

- At Invoice Level Tax Amount, VAT Amount, Add/Deduct Amount can be disputed
- At Line Item and Line Item Detail Level, the financial data such as Unit Price, Quantity, Tax/VAT and Add/Deduct Amount or business data such as flight No., Flight date, etc. can be disputed.

Once a dispute has been sent by the Initiator, new contested items cannot be added to the dispute. If additional items should be contested, a new dispute should be created

A Rejection Invoice cannot be raised against an Original Invoice that has a dispute against it (whether the dispute is open or closed). A dispute cannot be raised on an Original Invoice if a Rejection Invoice exists against it.

SIS supports dispute to be submitted electronically via CSV as well as manually captured via IS-WEB interface. Please refer to [Chapter 11 – Section 11.17](#) for detailed information on the file structure.

**Reason Codes for Disputes:**

| ode | Reason Description  | Level            |
|-----|---|------------------|
| 01  | As per your Authorisation Number #  | Line Item Detail |
| 02  | Charge does not conform to the Terms/Conditions of the Contract   | Line Item        |
| 03  | Charge is not covered by a Contract   | Line Item Detail |
| 04  | Damaged Goods   | Line Item Detail |
| 05  | Dispute Quantity  | Line Item Detail |
| 06  | Dispute Total Amount  | Line Item Detail |
| 07  | Dispute Unit Price  | Line Item Detail |
| 08  | Duplicate Billing   | Line Item Detail |
| 09  | Goods Returned  | Line Item Detail |
| 10  | Incomplete or Inadequate Invoice Description failing to explain additional charges  | Line Item Detail |
| 11  | Incorrect Aircraft Registration Number  | Line Item Detail |
| 12  | Incorrect Aircraft Type Code (IATA or ICAO)   | Line Item Detail |
| 13  | Incorrect Baggage Information   | Line Item Detail |
| 14  | Incorrect Billing Currency  | Line Item Detail |
| 15  | Incorrect Billing Period  | Line Item Detail |
| 16  | Incorrect Charge Code has been used   | Line Item        |
| 17  | Incorrect Flight Number   | Line Item Detail |
| 18  | Incorrect Member Code   | Invoice          |
| 19  | Invoice used instead of Rejection   | Invoice          |
| 20  | Incorrect Field used for data   | Line Item Detail |
| 21  | Incorrect Location (Profile) ID for billed party used   | Line Item        |
| 22  | Incorrect Pax Information   | Line Item Detail |
| 23  | Incorrect Charge Category has been used   | Invoice          |
| 24  | Incorrect Tax Calculation   | Line Item Detail |
| 25  | Missing Supporting Information  | Line Item Detail |
| 26  | No approval can be obtained for the charge. Provide contact details for approving authority   | Line Item Detail |
| 27  | PO Number Unknown   | Invoice          |
| 28  | Service Date Dispute  | Line Item Detail |
| 29  | Service Location Incorrect/Incomplete(For example, GDL in header where supporting information shows multiple locations or various locations entered in invoice description lines) | Line Item        |
| 30  | Service Not Provided  | Line Item Detail |
| 31  | Tax Amount is Incorrect   | Line Item Detail |
| 32  | Tax Base Amount is Incorrect  | Line Item Detail |
| 33  | Tax is not broken down on the invoice whereas the tax is broken down in supporting information  | Line Item Detail |
| 34  | Undefined Claim   | Line Item Detail |
| 35  | Flight(s) not operated  | Line Item Detail |
| 36  | Incorrect operator billing  | Line Item Detail |
| 37  | Incorrect origin/destination aerodrome  | Line Item Detail |
| 38  | Incorrect Charge Calculation  | Line Item Detail |
| 39  | Incorrect Distance Flown  | Line Item Detail |
| 40  | Incorrect Passenger Exceptions/Exemptions (IN, CH, Diplomats, etc.) count   | Line Item Detail |
| 41  | Incorrect ATA (Actual Time of Arrival) or ATD (Actual time of Departure)  | Line Item Detail |
| 42  | Incorrect MTOW/Weight   | Line Item Detail |
| 43  | VFR/Training flight   | Line Item Detail |
| 44  | Discount to airline   | Line Item Detail |
| 45  | Duplicated flight(s)  | Line Item Detail |
| 46  | Incorrect billing entity  | Line Item Detail |
| 47  | Incorrect Engine number   | Line Item Detail |
| 48  | Incorrect Noise category  | Line Item Detail |
| 49  | Incorrect Passenger Count   | Line Item Detail |

## 4.5 Payment Status for Miscellaneous Bilateral Invoices

SIS allows users to provide payment information for bilateral invoices. This functionality is optional and is available for both billing and billed entities (payment status can be provided for both payable and receivable perspective).

Two new input files and two new output files are related to this feature, refer to [Chapter 11 - Section 11.17](#) detailed information on the file structure.

## 4.6 Miscellaneous Document Packages

As of Nov P1 2018, Miscellaneous 'Document Packages' option in SIS facilitates exchange of documents for members to pass on a Package contains individual documents in different formats (file extensions) using the SIS infrastructure to another member.

The Miscellaneous 'Document Packages' are Not legal invoices and corresponding invoices might eventually be done outside of SIS.

However SIS perform limited validations on Document Packages issued from the Sending Member, e.g. basic checks of presence of at least one document, validate file extensions etc., If validations are passed successfully then SIS forwards the Document Package to the Receiving Member.

One new input file and one new output file are related to this feature, refer to [Chapter 11 – Section 11.16](#) detailed information on the file structure.

## 4.7 Note on AddOnCharges and Tax Information

### 4.7.1 AddOnCharges

AddOnCharges are additional charges or deductions that can be applied to a service provided on an Invoice. This charge can be applied on the Line Item details level (applicable for individual sub-service provided within a Charge code) and/or at the Line Item Level (applicable for all sub-services within a Charge Code) and/or at the Invoice Level (applicable for all Charge Codes listed on an invoice).

Listed below are few examples which illustrate how the AddOnCharges need to be defined in the IS-XML file. The same is also applicable for capturing the details on IS-WEB.

The following should be ensured while providing the AddOnCharge detail.

1. Nodes should be mutually exclusive. This means that if an 'AddOnCharges' node has been provided at the Line Detail level, the details SHOULD NOT be repeated at the Line Item level or Invoice Summary level.
2. The details of the AddOnCharge applied at the Line Item Detail level should be provided in an 'AddOnCharges' node at the Line Item Detail level only.
3. The details of the AddOnCharge applied at the Line Item level should be provided in a 'AddOnCharges' node at the Line Item level only.
4. The 'AddOnChargeAmount' of all 'AddOnCharges' nodes at the Line Item Detail level and the 'AddOnChargeAmount' of all 'AddOnCharges' nodes at that Line Item level should be summed up and added to the field 'TotalAddOnChargeAmount' of that Line Item level.
5. The details of the AddOnCharge applied at the Invoice level should be provided in a 'AddOnCharges' node at the Invoice level only.
6. The summation of the value of the field 'TotalAddOnChargeAmount' at all Line Item levels and 'AddOnChargeAmount' at the Invoice level should be added to the field 'TotalAddOnChargeAmount' at the Invoice Summary level.

***Example 1: Engineering MRO-Repairs & Overhaul (Additional charges at the line item detail level and invoice level)***

Charge Category: Engineering  
Charge Code: MRO-Repairs&Overhaul

| Line #  | Description          | Charge Amount | Additional Charge | Net Amount |
|---|----------------------|---------------|-------------------|------------|
| 1   | Fixed Labor Charge   | \$600.00      |                   | \$600.00   |
| 2   | Material Consumption | \$300.00      | \$100.00          | \$400.00   |
|   |                      | \$900.00      | \$100.00          | \$1000.00  |
| Invoice Discount (5% discount on Charge Amount) |                      |               |                   | -\$45.00   |
| Invoice Total                                   |                      |               |                   | \$955.00   |

- Line Item detail #1: Fixed Labor Charge without any additional charge
- Line Item detail # 2: Material Consumption. This is made up of two detail items. An additional handling fee is applicable on the details of line item # 2.
- 5% discount on the Total Charge Amount applicable at the invoice level.

#### Breakdown information on IS-XML:

##### Line item detail level:

There will be one AddOnCharges node in the line item detail level:  
(There is no base amount and percentage stated as this is a flat fee.)

Line Item Detail #2

AddOnCharges

AddOnChargeName: Handling Fee

AddOnChargeAmount: 100.00

##### Line item level:

There will be no AddOnCharges node in the line item level to show the Handling Fee applied at the detail level.

The field 'TotalAddOnChargeAmount' = \$100.00 i.e. Summation of the Additional Charge at the line item level (\$0.00 as there are no additional charge at this level) and the Handling Fee (\$100.00) at the line item detail level.

##### Invoice Summary Level:

There will be one AddOnCharges node to show the discount applicable on the invoice:

AddOnCharges

AddOnChargeName: Discount

AddOnChargePercentage: -5%

AddOnChargeableAmount: 900.00

AddOnChargeAmount: -45.00

The field 'TotalAddOnChargeAmount' in the invoice summary level = \$ 55.00 (\$100 - \$45)

#### **Example 2: Engineering MRO-Repairs & Overhaul (Additional charges at the line item and invoice level)**

Charge Category: Engineering

Charge Code: MRO-Repairs&Overhaul

| Line #                                    | Description          | Charge Amount | Additional Charge     | Net Amount |
|---|----------------------|---------------|-----------------------|------------|
| 1   | Fixed Labor Charge   | \$600.00      |                       | 600.00     |
| 2   | Material Consumption | \$300.00      |                       | 300.00     |
| Line Total                                |                      | \$900.00      | \$100.00 Handling Fee | 1000.00    |
| Invoice Discount (5% on the Total Amount) |                      |               |                       | -50.00     |
| Invoice Total                             |                      |               |                       | 950.00     |

- Line Item Detail #1: Fixed Labor Charge with no Additional Charge
- Line Item Detail # 2: Material Consumption with no Additional Charge
- Handling Fee of \$100.00 at the Line Item level
- 5% discount applicable at the invoice level.

#### Breakdown information on IS-XML:

##### Line Item Details level:

There will be one AddOnCharges nodes in the line item details level:  
(There is no base amount and percentage stated as this is a flat fee.)

##### Line Item Level

AddOnCharges

AddOnChargeName: Handling Fee

AddOnChargeAmount: 100.00

The field 'TotalAddOnChargeAmount' = \$ 100.00

##### Invoice Summary Level:

There will be one AddOnCharges node to show the discount applicable on the invoice:

AddOnCharges

AddOnChargeName: Discount

AddOnChargePercentage: -5%

AddOnChargeableAmount: 1000.00

AddOnChargeAmount: -50.00

The field 'TotalAddOnChargeAmount' in the invoice summary level = \$ 50.00 (\$100 from Line Item level - \$50 from Invoice Level)

#### **Example 3: Engineering MRO-Repairs & Overhaul (Additional charges at the line item details, line item and invoice level)**

Charge Category: Engineering

Charge Code: MRO-Repairs&Overhaul

| Line #                                     | Description          | Charge Amount | Additional Charge       | Net Amount |
|--|----------------------|---------------|-------------------------|------------|
| 1  | Fixed Labor Charge   | \$600.00      | 10% discount (-\$60.00) | 540.00     |
| 2  | Material Consumption | \$300.00      | -\$15.00 discount       | 285.00     |
| Line Total                                 |                      |               | \$100.00 Handling Fee   | 925.00     |
| Invoice Discount (10% on the Total Amount) |                      |               |                         | -92.50     |
| Invoice Total                              |                      |               |                         | 832.50     |

- Line Item Detail #1: Fixed Labor Charge with 10% Discount
- Line Item Detail # 2: Material Consumption with a discount of \$15
- Handling Fee of \$100.00 at the Line Item level
- 5% discount applicable at the invoice level.

#### Breakdown information on IS-XML:

##### Line Item Details level:

There will be two AddOnCharges nodes in the line item details level:

LineItemDetail #1

AddOnCharges

AddOnChargeName: Discount

AddOnChargePercentage: -10%

AddOnChargeableAmount: 600.00

AddOnChargeAmount: -60.00

LineItemDetail #2

(There is no base amount and percentage stated as this is a flat fee.)

AddOnCharges  
AddOnChargeName: Discount  
AddOnChargeAmount: -15.00

#### Line Item Level

AddOnCharges  
AddOnChargeName: Handling Fee  
AddOnChargeAmount: 100.00

The field 'TotalAddOnChargeAmount' = \$ 25.00 (\$100 of Line Item - \$60 of LinelItemDetail1 - \$15 of LinelItemDetails2)

#### Invoice Summary Level:

There will be one AddOnCharges node to show the discount applicable on the invoice:

AddOnCharges  
AddOnChargeName: Discount  
AddOnChargePercentage: -10%  
AddOnChargeableAmount: 925.00  
AddOnChargeAmount: -92.50

The field 'TotalAddOnChargeAmount' in the invoice summary level = \$ 67.50 (\$100 from Line Item level - \$60 from Line Item Details1 - \$15 from Line Item Details1 - \$92.50 from Invoice Level)

### 4.7.2 Tax/ VAT Information

Tax/ VAT can also be applicable on multiple levels. Hence Tax/ VAT can be applied on the Line Item details level (applicable for individual sub-service provided within a Charge code) and/or at the Line Item Level (applicable for all sub-services within a Charge Code) and/or at the Invoice Level (applicable for all Charge Codes listed on an invoice).

The following should be ensured while providing the Tax/ VAT detail.

1. Nodes should be mutually exclusive. This means that if a 'Tax' node has been provided at the Line Item Detail level, the details SHOULD NOT be repeated at the Line Item level or Invoice Summary level.
2. The details of the VAT/ Tax applied at the Line Item Detail level should be provided in a 'Tax' node at the Line Item Detail level only.
3. The details of the VAT/ Tax applied at the Line Item level should be provided in a 'Tax' node at the Line Item level only.
4. Where TaxType=Tax, the 'TaxAmount' of all 'Tax' nodes at the Line Item Detail level and the 'TaxAmount' of all 'Tax' nodes at that Line Item level should be summed up and added to the field 'TotalTaxAmount' of that Line Item level.
5. Where TaxType=VAT, the 'TaxAmount' of all 'Tax' nodes at the Line Item Detail level and the 'TaxAmount' of all 'Tax' nodes at that Line Item level should be summed up and added to the field 'TotalVATAmount' of that Line Item level.
6. The details of the VAT/ Tax applied at the Invoice level should be provided in a 'Tax' node at the Invoice level only.
7. The summation of the value of the field 'TotalTaxAmount' at all Line Item levels and 'TaxAmount' (Tax nodes where TaxType=Tax) at the Invoice level should be added to the field 'TotalTaxAmount' at the Invoice Summary level.
8. The summation of the value of the field 'TotalVATAmount' at all Line Item levels and 'TaxAmount' (Tax nodes where TaxType=VAT) at the Invoice level should be added to the field 'TotalVATAmount' at the Invoice Summary level.

Listed below are few examples which illustrate how the VAT/ Tax need to be defined in the IS-XML file. The same is also applicable for capturing the details on IS-WEB.

Please note that the example below shows VAT but the same process has to be used for Tax.

#### **Example 1: VAT applicable at the Line Item Detail Level only**

**Assumptions:**

- Line Item Detail Charge Amount = \$ 1000
- VAT @ 10% applicable only on the Line Item Detail level Charge Amount

**How to provide the VAT amount in input file**

- Detail of this VAT should be stated in the Tax Node (indicating TaxType = VAT) at the Line Item Detail level ONLY as shown below.

Tax

TaxType: VAT

TaxSubType: VAT

TaxText: VAT @10%

TaxPercent: 10

TaxableAmount: 1000.00

TaxAmount @Name: 100.00 (Attribute 'Name' is NOT used for Miscellaneous Billing Category)

- The 'Tax' Nodes present at the Line Item and Invoice Summary levels will not repeat the VAT breakdown details provided at the Line Item Details level. In case any amount of the invoice is exempt from VAT, these will be provided in the 'Tax' node at the Invoice Summary level.
- The calculated 'TaxAmount' (\$100) should be added to the field 'TotalVATAmount' which is present at the Line Item Level. Hence the value of this field 'TotalVATAmount' is '100.00'.
- The amount in the 'TotalVATAmount' field at the Line Item level should be added to the field 'TotalVATAmount' which is present at the Invoice Summary Level. Hence the value of this field 'TotalVATAmount' is '100.00'.

**Example 2: VAT applicable at the Line Item Detail Level and Line Item Level only**

**Assumptions:**

- Line Item Charge Amount = \$5000.00
- Line Item Detail Charge Amount = \$ 1000
- VAT @ 5% applicable on the Line Item level Charge Amount
- VAT @ 10% applicable on the Line Item Detail level Charge Amount

**How to provide the VAT amount in input file**

- Detail of the Line Item level VAT should be stated in the Tax Node (indicating TaxType = VAT) at the Line Item level ONLY as shown below.

Tax

TaxType: VAT

TaxSubType: VAT

TaxText: VAT @ 5%

TaxPercent: 5

TaxableAmount: 5000.00

TaxAmount @Name: 250.00

- Detail of the Line Item Detail level VAT should be stated in the Tax Node (indicating TaxType = VAT) at the Line Item Detail level ONLY as shown below.

Tax

TaxType: VAT

TaxSubType: VAT

TaxText: VAT @10%

TaxPercent: 10

TaxableAmount: 1000.00

TaxAmount @Name: 100.00

- The calculated 'TaxAmount' (\$100) at the Line Item Detail level and the 'TaxAmount' (\$250) at the Line Item Level should be added to the field 'TotalVATAmount' which is present at the Line Item Level. Hence the value of this field 'TotalVATAmount' is '350.00'.
- The tax details provided at the Line Item Detail as well we Line Item level will not be repeated at the Invoice Summary level. In case any amount of the invoice is exempt from VAT, these will be provided in the 'Tax' node at the Invoice Summary level.
- The amount in the 'TotalVATAmount' field at the Line Item level should be added to the field 'TotalVATAmount' which is present at the Invoice Summary Level. Hence the value of this field 'TotalVATAmount' is '350.00'.

**Example 3: VAT applicable at the Invoice Level, Line Item Detail Level and Line Item Level**

**Assumptions:**

- Invoice Total Line Item Amount = \$5000.00
- Line Item Charge Amount = \$5000.00
- Line Item Detail Charge Amount = \$ 1000
- VAT @ 3% applicable on the Invoice level Total Line Item Amount
- VAT @ 5% applicable on the Line Item level Charge Amount
- VAT @ 10% applicable on the Line Item Detail level Charge Amount

**How to provide the VAT amount in input file**

- Detail of the Invoice level VAT should be stated in the Tax Node (indicating TaxType = VAT) at the Invoice Summary level ONLY as shown below.

Tax  
TaxType: VAT  
TaxSubType: VAT  
TaxText: VAT @ 3%  
TaxPercent: 3  
TaxableAmount: 5000.00  
TaxAmount @Name: 150.00

- Detail of the Line Item level VAT should be stated in the Tax Node (indicating TaxType = VAT) at the Line Item level ONLY as shown below.

Tax  
TaxType: VAT  
TaxSubType: VAT  
TaxText: VAT @ 5%  
TaxPercent: 5  
TaxableAmount: 5000.00  
TaxAmount @Name: 250.00

- Detail of the Line Item Detail level VAT should be stated in the Tax Node (indicating TaxType = VAT) at the Line Item Detail level ONLY as shown below.

Tax  
TaxType: VAT  
TaxSubType: VAT  
TaxText: VAT @10%  
TaxPercent: 10  
TaxableAmount: 1000.00  
TaxAmount @Name: 100.00

- The calculated 'TaxAmount' (\$100) at the Line Item Detail level and the 'TaxAmount' (\$250) at the Line Item Level should be added to the field 'TotalVATAmount' which is present at the Line Item Level. Hence the value of this field 'TotalVATAmount' is '350.00'.

- The amount in the 'TotalVATAmount' field at the Line Item level and the calculated 'TaxAmount' at the Invoice level should be added to the field 'TotalVATAmount' which is present at the Invoice Summary Level. Hence the value of this field 'TotalVATAmount' is '500.00'.

**VAT EXEMPT AMOUNT:**

Amount on which VAT has not been applied should be stated at the invoice level as 'VAT Exempt' amount.

**Display of VAT on PDF:**

VAT applied at all levels will be grouped by the following fields and shown on the PDF.

- VAT Sub Type
- VAT Category
- VAT Percent
- VAT Text

**Display of Tax and AddOnCharge on PDF:**

- Note that Tax and AddOnCharges will NOT be grouped and shown on PDF invoice.
- Each Tax/ AddOnCharges node applied at the Line Item and Invoice Levels will be shown as a separate row on the PDF invoice.
- The details of the Tax and AddOnCharges applied at the Line Item Detail level will be shown in the Detail Listing report.
- However, only the summed up amount of all related Line Item Details for a Line Item will be shown as a separate single row on the PDF invoice.

This is explained with the help of an example below:

**Assumptions:**

In an invoice there is one line item and this line item has two line item details. The amounts and the various AddOnCharges and VAT that are applicable on this invoice at various levels are as stated below.

**Line Item Detail Level:**

- Line Item Detail # 1 Charge Amount = \$ 3000
- AddOn Charge @ 5% applicable on Line Item Detail # 1 Charge Amount = \$ 150
- VAT @ 10% applicable on both the Line Item Detail level Charge Amount = 10% on 3150 = \$315
- Line Item Detail # 1 Net Amount = \$ 3465
- Line Item Detail # 2 Charge Amount = \$ 2000
- AddOn Charge @ 10% applicable on Line Item Detail # 2 Charge Amount = \$ 200
- VAT @ 10% applicable on both the Line Item Detail level Charge Amount = 10% on 2200 = \$220
- Line Item Detail # 1 Net Amount = \$ 2420

**Line Item Level:** The amounts at the Line Item details are summed up and shown in the Line Item level along-with the AddOnCharge and VAT applicable at the Line Item Level

- Line Item Charge Amount = \$5000
- AddOn Charge @ 5% applicable on Line Item Charge Amount = \$250
- TotalAddOnChargeAmount = 250+150+200 = \$600
- VAT @ 10% applicable on the Line Item level Charge Amount + AddOn Charge Amount = 10% on \$5250 = \$525
- TotalVATAmount = 525+315+220 = \$ 1060
- Line Item Net Amount = \$ 6660

**Invoice Level:** The amounts at the Line Item are summed up and shown in the Invoice Level along-with the AddOnCharge and VAT applicable at the Invoice Level

- Invoice Total Line Item Amount = \$6660
- VAT @ 5% applicable on the Invoice level Line Item Amount = 5% on \$6660 = \$333
- Invoice Total Amount = \$6993

The above is represented as shown in the PDF below. You will note that the VAT has been grouped and shown while the AddOnCharges have been shown as they were applicable. The breakdown of the AddOnCharge applied at the Line Item Detail level has not been shown in this PDF; only the amount has been shown. The breakdown will be provided in the Detail Listing report.

| Billing Entity                |                  | Invoice #           |                 | Billed Entity                 |                     |
|-------------------------------|------------------|---------------------|-----------------|-------------------------------|---------------------|
| Entity Designator & Num. Code | CY-048           | MI12307890          |                 | Entity Designator & Num. Code | KL-074              |
| Location ID                   | CY0001           | Date                | 25-Jun-2009     | Location ID                   | KL0001              |
| Contact Person                | James            | Month/Year          | Jun-09          | Contact Person                | Rene                |
| Street                        | 21 Alkeou street | Period              | 04              | Street                        | PO Box 7700         |
| City                          | Engomi           | Charge Category     | Ground Handling | City                          | 1177, Schiphol Arpt |
| Prov/ State/Region            | Nicosia          | Currency of Billing | USD             | Prov/ State/Region            |                     |
| Zip/Postal Code               | CY-2404          | Settlement Method   | ICH             | Zip/Postal Code               | 7700                |
| Country                       | Cyprus           | PO Number           | ABC123          | Country                       | Netherlands         |
| Tax/VAT Registration #        | CY 10000314J     | Location Code       | FRA             | Tax/VAT Registration #        | NL004983269B01      |
| Company Registration #        | 314              | Transmitter Code    |                 | Company Registration #        | 33014286            |
|                               |                  | Transmitter Name    |                 |                               |                     |
|                               |                  | Attachments         | Yes             |                               |                     |
|                               |                  | Line Item Details   | No              |                               |                     |

Header Notes:

| Line #                           | Date of Service            | Charge Code   | Location Code | Description           | Quantity | Unit of Measure | Unit Price | Base Amount | Additional Amount | Tax | VAT     | Line Amount |
|----------------------------------|----------------------------|---------------|---------------|-----------------------|----------|-----------------|------------|-------------|-------------------|-----|---------|-------------|
| 1                                | 01-Jun-2009 to 20-Jun-2009 | Ramp Handling |               | Ramp Handling Charges | 1        | EA              | 5000.00    | 5000.00     | 600.00            |     | 1060.00 | 6660.00     |
| Line Item Sub Total              |                            |               |               |                       |          |                 |            | 5000.00     | 600.00            |     | 1060.00 | 6660.00     |
| Invoice Additional Amount        |                            |               |               |                       |          |                 |            |             |                   |     |         |             |
| Invoice TAX Amount               |                            |               |               |                       |          |                 |            |             |                   |     |         |             |
| Invoice VAT Amount               |                            |               |               |                       |          |                 |            |             |                   |     |         | 333.00      |
| Total Due in Currency of Billing |                            |               |               |                       |          |                 |            |             | USD               |     |         | 6,993.00    |

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| Billing Entity            |  | Invoice #  |  | Billed Entity            |  |
|---------------------------|--|------------|--|--------------------------|--|
| Cyprus Airways Public Ltd |  | MI12307890 |  | KLM Royal Dutch Airlines |  |
|                           |  | Date       |  | 25-Jun-2009              |  |

| VAT Breakdown | Label | VAT Text  | Base Amount | VAT Rate | VAT Amount |
|---------------|-------|-----------|-------------|----------|------------|
|               | VAT   | VAT @ 5%  | 6660.00     | 5%       | 333.00     |
|               | VAT   | VAT @ 10% | 10600.00    | 10%      | 1060.00    |

| Additional Amount Breakdown | Level          | Additional Amount Name | Chargeable Amount | Charge Rate | Additional Amount |
|-----------------------------|----------------|------------------------|-------------------|-------------|-------------------|
|                             | Line 1         | Handling Charges       | 5000.00           | 5%          | 250.00            |
|                             | Line 1 Details |                        |                   |             | 350.00            |

**DO NOT PAY. SETTLEMENT THROUGH CLEARING HOUSE.**

Legal Text Placeholder that will be required.

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#### 4.7.3 Summarized Tax/ VAT Information in IS-XML output files

Members receiving IS-XML files (generated by SIS) find it cumbersome to determine Taxes / VATs applied at the Line Item Detail level; and require summarized information at the corresponding parent Line Item level

In release 1.10 a change will be done to provide such summarized information of Taxes and VATs (applied at the *Line Item Detail* level) in the corresponding parent **Line Item** record of the output IS-XML files

Changes apply in all MISC IS-XML output files (whether Receivables or Payables files; whether daily or weekly; whether Location specific or Non-Location specific)

There is no impact on the reporting of Taxes / VATs as done currently:

- Any Taxes or VATs applied at the Invoice/Credit Note level will continue to be displayed in the IS-XML Invoice Summary records as before
- Any Taxes or VATs applied at the Line Item level will continue to be displayed in the IS-XML Line Item records as before
- Any Taxes and VATs applied at the Line Item Detail level will continue to be displayed in the IS-XML Line Item Detail records as before (even though they will be summarized and shown additionally in the corresponding parent Line Item record)
- Total Tax and VAT amounts reported at any level will not consider the summarized Tax/VAT information as introduced in this change

Summarized Tax and VAT information will be populated in the output process with a special indication, so that Members processing the IS-XML files can identify (or ignore) and process such summary records appropriately

Existing field 'TaxRegistrationID' of group node 'Tax' in the Line Item level will be reused for this purpose

- Summarized Tax information will be shown using 'TaxRegistrationID' as **\*\*\*SISLIDTaxSummary\*\*\*** (without the quotes)
- Summarized VAT information will be shown using 'TaxRegistrationID' as **\*\*\*SISLIDVATSummary\*\*\*** (without the quotes)

See the **"Sample IS-XML output file with Summary Records"** in Sample files provided on IATA – SIS website.

#### 4.8 Note on Invoice Date for Miscellaneous Bilateral Invoices

Currently there are no validations performed on the Invoice Date by the system, with respect to the system processing date (a validation only currently exists with respect to closure of the Invoice's Billing Period closure date). Effective Nov P1 2017 (Rel. 1.11), a new validation was enforced to ensure that the difference between Invoice Date and the date on which Invoice is successfully processed in SIS (i.e. Invoice status is updated to 'Ready for Billing') is not higher than the number of days configured in the system. This validation is only applicable for Miscellaneous invoices with Bilateral SMLs that are not settled using Industry Systems.

This feature is optional and can be enabled in the Miscellaneous Tab of the Member Profile. Users can define a generic "Acceptable Delay" between the invoice date and the submission date, or specific "Acceptable Delays" per Billing Member. When the feature is enabled by the Billed Member, the system will validate that the difference in days between the date of submission in SIS and the 'Invoice Date' is within the "Acceptable Delay". If the delay is greater than the "Applicable Acceptable Delay" defined in the member profile a warning will be provided to the Billing Member. The full validation will be turned on after 6 months and any delay greater than the "Acceptable Delay" will result in "Error Non-Correctable".

## 4.9 SIS Output Files

### 4.9.1 Output Files Generation

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 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

The Participants have the option of requesting the following 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 a zip archive containing the relevant files. This zip archive will be available for download along with the billing files on the SIS Calendar Billing Output Generation Date for every billing period. An XML Index file will be present in the zip file containing the reference of all the documents included in the archive. Refer [Chapter 11 – Section 11.15](#) for details on how the various documents will be organized within the zip archive as well as for the format of the XML Index file.

Participants can also download the above mentioned files on an ad-hoc basis for individual Invoices from the IS-WEB.

To summarize, the following SIS output files can be made available depending on the configuration of the Member Profile:

**As a Billed Entity:**

1. One zip file containing Incoming Invoice information in IS-XML format
2. One Offline Archive zip file for Payable Invoices containing:
  - PDF copy of the billed invoices\*
  - Detailed Listings\*
  - Digital Signature and Verification log files\*
  - Supporting Documents\*
  - General Terms Document \*\*

*\* depending on the Member Profile setup*

*\*\* depending on the Member Profile setup of Billing Member*

**As a Billing Entity:**

1. One zip file containing Invoices submitted by 3<sup>rd</sup> parties on behalf of the carrier in IS-XML format
2. One zip file containing Invoices submitted manually via IS-WEB, converted in IS-XML format.
3. One Offline Archive zip file for Receivable Invoices containing:
  - PDF copy of the billing invoices\*
  - Detailed Listings\*
  - Digital Signature and related files\*
  - General Terms Document \*

*\* depending on the Member Profile setup*

The output files will be stored in SIS for a period of 90 days after which they are deleted and cannot be regenerated.

#### 4.9.2 Daily Delivery of Miscellaneous Bilateral Invoices (Payables)

SIS allows Bilateral invoices/credit notes (SMI – “B”, “C”, “E”, “S” or “P”) to be sent to a Billed member on a daily basis. Such invoices are available in a separate Payables screen under the Miscellaneous menu tab (permissions to access this menu are required) and SIS contacts can be setup to receive a system generated alert notifying them when new invoices have been issued. For this purpose, a new contact assignment has been created (see [Chapter 9 - Section 9.4.5](#)).

#### 4.9.3 Daily Output Generation for Miscellaneous Bilateral Invoices

In addition to the daily delivery of Miscellaneous bilateral invoices, SIS also allows users to request outputs in the form of IS-XML data and Offline Archives (OARs) to be generated on a daily basis as well. For better control of daily bilateral output files, the IS-XML file indicates the name of the last file sent by SIS.

Invoices/credit notes delivered on a daily basis will **NOT** be included in the weekly output to Billed Members, whether in IS-XML or OARs.

Weekly output processes for the Billing Member as well as the weekly Supporting Documents linking deadlines and presentation process remain unaffected by this change.

The SIS User Guide contains further details on how to use this feature.

#### 4.9.4 Location Specific Output Files

SIS allows MISC output files (IS-XML data and Offline Archives – OARs) to be split per Location ID. The feature allows members to choose for which Location IDs they would like to receive separate output files and to which iiNET account these files will be sent to.

Invoices/credit notes delivered in a Location specific output file will NOT be included in the non location specific output, whether in IS-XML or OARs. However, members have the option to request a copy of the location specific output file to be sent to the iiNET code associated to the Main location.

The weekly and daily output processes for non location specific files remains unchanged.

The following output files are available to be delivered as location specific:

- On behalf of IS-XML files
- MISC Is WEB XML
- Offline Archive Files (weekly payables and receivables)
- IS-XML Outbound files
- Daily MISC Bilateral IS-XML
- Daily MISC Bilateral OAR

The SIS User Guide contains further details on how to use this feature.

#### 4.10 SIS Analysis and Operational Reports

SIS will provide a facility for the following Web Analysis reports for download from IS-WEB interface in Excel or csv format. These reports are based on data present in SIS. The main purpose of these reports is to provide Airlines with a possibility to analyze data over a period of time. The reports available are:

1. Miscellaneous Invoice Summary Report – Receivables
2. Miscellaneous Charge Summary Report – Payables
3. Miscellaneous Charge Code Report – Receivables
4. Miscellaneous Charge Code Report – Payables
5. Miscellaneous Correspondence Status Report
6. Miscellaneous Supporting Attachments Mismatch Report
7. Miscellaneous Correspondence Aging Report
8. Dispute Status Report

##### **Miscellaneous Invoice Summary Report - Receivables**

This report will be used to see the details of the MISC Receivables invoices as per data source and hence help in reconciling GLs where part/all have been entered through IS-WEB. This report can be viewed for all billed entities or a specific entity.

The report can be run:

##### **By Billing Period:**

| Query Criteria              | Optional? | Permitted Values if Any   |
|-----------------------------|-----------|---|
| From Billing Year           | Mandatory |   |
| From Billing Month          | Mandatory |   |
| From Period                 | Mandatory |   |
| To Billing Year             | Mandatory |   |
| To Billing Month            | Mandatory |   |
| To Period                   | Mandatory |   |
| Submission Method           | Optional  | IS-XML, IS-WEB, All   |
| Settlement Method Indicator | Optional  | ICH, ACH, ICH & ACH, Bilateral, All                                       |
| Billed Member Code          | Optional  |   |
| Clearance Currency          | Optional  |   |
| Charge Category             | Optional  |   |
| Transaction Type            | Optional  | Original Invoice, Rejection Invoice, Correspondence Invoice, Credit Notes |

##### **By 'Delivered Date':**

Search using Delivered On Date is limited to Invoice/Credit Notes that have been presented to the Billed Member; or to those Bilateral Invoice/Credit Notes that have been delivered on a daily basis to the Billed Member. Invoice/Credit Notes that have not been presented or delivered to the Billed Member will not be selected.

| Query Criteria              | Optional? | Permitted Values if Any   |
|-----------------------------|-----------|---|
| From Delivered On Date      | Mandatory |   |
| To Delivered On Date        | Mandatory |   |
| Submission Method           | Optional  | IS-XML, IS-WEB, All   |
| Settlement Method Indicator | Optional  | ICH, ACH, ICH & ACH, Bilateral, All                                       |
| Billed Member Code          | Optional  |   |
| Clearance Currency          | Optional  |   |
| Charge Category             | Optional  |   |
| Transaction Type            | Optional  | Original Invoice, Rejection Invoice, Correspondence Invoice, Credit Notes |

### By 'Net Due Date':

Search using Net Due Date is limited to Invoice/Credit Notes for which the Net Due Date was provided by the Billing Member; or for which the Net Due Date was updated by the system. Invoice/Credit Notes without a Net Due Date will not be selected.

| Query Criteria              | Optional? | Permitted Values if Any   |
|-----------------------------|-----------|---|
| From Net Due Date           | Mandatory |   |
| To Net Due Date             | Mandatory |   |
| Submission Method           | Optional  | IS-XML, IS-WEB, All   |
| Settlement Method Indicator | Optional  | ICH, ACH, ICH & ACH, Bilateral, All                                       |
| Billed Member Code          | Optional  |   |
| Clearance Currency          | Optional  |   |
| Charge Category             | Optional  |   |
| Transaction Type            | Optional  | Original Invoice, Rejection Invoice, Correspondence Invoice, Credit Notes |

Sample report format:

[illegible]

The sort criteria are: Submission Method (asc.), Billing Year-Month (asc.), Billing Period (asc.), Billed Member Code (asc.), Settlement Month Indicator (asc.), Transaction Type (asc.), Charge Category (asc.).

### **Miscellaneous Invoice Summary Report - Payables**

With this report, user can view the summary of the incoming miscellaneous invoices by Charge Category for a range of clearance month. This report can be viewed for all airlines or a specific airline.

The report can be run:

### By Billing Period:

| Query Criteria              | Optional? | Permitted Values if Any   |
|-----------------------------|-----------|---|
| From Billing Year           | Mandatory |   |
| From Billing Month          | Mandatory |   |
| From Period                 | Mandatory |   |
| To Billing Year             | Mandatory |   |
| To Billing Month            | Mandatory |   |
| To Period                   | Mandatory |   |
| Submission Method           | Optional  | IS-XML, IS-WEB, All   |
| Settlement Method Indicator | Optional  | ICH, ACH, ICH & ACH, Bilateral, All                                       |
| Billing Member Code         | Optional  |   |
| Clearance Currency          | Optional  |   |
| Charge Category             | Optional  |   |
| Transaction Type            | Optional  | Original Invoice, Rejection Invoice, Correspondence Invoice, Credit Notes |

**By 'Received Date:**

Search using Net Due Date will be limited to Invoice/Credit Notes for which the Net Due Date was provided by the Billing Member; or for which the Net Due Date was updated by the system. Invoice/Credit Notes without a Net Due Date will not be selected.

| Query Criteria        | Optional? | Permitted Values if Any |
|-----------------------|-----------|-------------------------|
| From Received On Date | Mandatory |                         |
| To Received On Date   | Mandatory |                         |

|                             |          |   |
|-----------------------------|----------|---|
| Submission Method           | Optional | IS-XML, IS-WEB, All   |
| Settlement Method Indicator | Optional | ICH, ACH, ICH & ACH, Bilateral, All                                       |
| Billing Member Code         | Optional |   |
| Clearance Currency          | Optional |   |
| Charge Category             | Optional |   |
| Transaction Type            | Optional | Original Invoice, Rejection Invoice, Correspondence Invoice, Credit Notes |

### By 'Net Due Date':

Search using Net Due Date is limited to Invoice/Credit Notes for which the Net Due Date was provided by the Billing Member; or for which the Net Due Date was updated by the system. Invoice/Credit Notes without a Net Due Date will not be selected.

| Query Criteria              | Optional? | Permitted Values if Any   |
|-----------------------------|-----------|---|
| From Net Due Date           | Mandatory |   |
| To Net Due Date             | Mandatory |   |
| Submission Method           | Optional  | IS-XML, IS-WEB, All   |
| Settlement Method Indicator | Optional  | ICH, ACH, ICH & ACH, Bilateral, All                                       |
| Billing Member Code         | Optional  |   |
| Clearance Currency          | Optional  |   |
| Charge Category             | Optional  |   |
| Transaction Type            | Optional  | Original Invoice, Rejection Invoice, Correspondence Invoice, Credit Notes |

Sample report format:

[illegible]

The sort criteria are: Submission Method (asc.), Billing Year-Month (asc.), Billing Period (asc.), Billed Member Code (asc.), Settlement Month Indicator (asc.), Transaction Type (asc.), Charge Category (asc.)

### **Miscellaneous Charge Code Report – Receivables**

With this report, user can view the Line Items of the Miscellaneous receivable invoices by Charge Category and Charge Code for a range of 12 months. This report can be viewed for all airlines or a specific airline.

The query criteria are:

| Query Criteria              | Optional? | Permitted Values if Any             |
|-----------------------------|-----------|-------------------------------------|
| From Billing Year           | Mandatory |                                     |
| From Billing Month          | Mandatory |                                     |
| From Period                 | Mandatory |                                     |
| To Billing Year             | Mandatory |                                     |
| To Billing Month            | Mandatory |                                     |
| To Period                   | Mandatory |                                     |
| Settlement Method Indicator | Optional  | ICH, ACH, ICH & ACH, Bilateral, All |
| Billed Member Code          | Optional  |                                     |
| Invoice/Credit Note Number  | Optional  |                                     |
| Charge Category             | Optional  |                                     |
| Charge Code                 | Optional  |                                     |

Sample report format:

| Billing Period | Billing Calendar | Sentiment or Method | Billed Member Code | Billed Member Name | Invoice/Credit Ref. Number | Invoice/Credit Ref. Date | Charge Category | Record Type | Line Item No. | Service Start Date | Service End Date | Charge Code | Charge Code Desc   | Location Code | Product ID | Description   | Billing Currency | Quantity | ICD Code | Scaling Factor | Member in Quantity | Base Charge Amount | Additional Amount | Net Amount | VAI Amount | Total This Billing Period |
|----------------|------------------|---------------------|--------------------|--------------------|----------------------------|--------------------------|-----------------|-------------|---------------|--------------------|------------------|-------------|--------------------|---------------|------------|---------------|------------------|----------|----------|----------------|--------------------|--------------------|-------------------|------------|------------|---------------------------|
| 4-2025         | 4                | 1                   | 144-225            | North Energy PLC   | BNV                        | 12-20-2025               | Membership      |             | 1             | 03-26-2025         | 07-26-2025       | Adjustment  | Interest           | CHL           | 1000       | Description A | EUR              | 10000    | EA       | 1              | Yes                | \$0.0000           | \$0.0000          | \$0.0000   | \$0.0000   | \$0.0000                  |
| 4-2025         | 4                | 1                   | 144-225            | North Energy PLC   | BNV                        | 12-20-2025               | Membership      |             | 2             | 03-26-2025         | 07-26-2025       | Adjustment  | Interest           | CHL           | 1000       | Description A | EUR              | 10000    | EA       | 1              | Yes                | \$0.0000           | \$0.0000          | \$0.0000   | \$0.0000   | \$0.0000                  |
| 4-2025         | 4                | 1                   | 144-225            | North Energy PLC   | BNV                        | 12-20-2025               | Membership      |             | 3             | 03-26-2025         | 07-26-2025       | Adjustment  | Interest of Credit | CHL           | 1000       | Description B | EUR              | 10000    | EA       | 1              | Yes                | \$0.0000           | \$0.0000          | \$0.0000   | \$0.0000   | \$0.0000                  |
| 4-2025         | 4                | 1                   | 144-225            | North Energy PLC   | BNV                        | 12-20-2025               | Membership      |             | 4             | 03-26-2025         | 07-26-2025       | Adjustment  | Interest of Credit | CHL           | 1000       | Description B | EUR              | 10000    | EA       | 1              | Yes                | \$0.0000           | \$0.0000          | \$0.0000   | \$0.0000   | \$0.0000                  |
| 4-2025         | 4                | 1                   | 144-225            | North Energy PLC   | BNV                        | 12-20-2025               | Membership      |             | 5             | 03-26-2025         | 07-26-2025       | Adjustment  | Interest of Credit | CHL           | 1000       | Description B | EUR              | 10000    | EA       | 1              | Yes                | \$0.0000           | \$0.0000          | \$0.0000   | \$0.0000   | \$0.0000                  |
| 4-2025         | 4                | 1                   | 144-225            | North Energy PLC   | BNV                        | 12-20-2025               | Membership      |             | 6             | 03-26-2025         | 07-26-2025       | Adjustment  | Interest of Credit | CHL           | 1000       | Description B | EUR              | 10000    | EA       | 1              | Yes                | \$0.0000           | \$0.0000          | \$0.0000   | \$0.0000   | \$0.0000                  |
| 4-2025         | 4                | 1                   | 144-225            | North Energy PLC   | BNV                        | 12-20-2025               | Membership      |             | 7             | 03-26-2025         | 07-26-2025       | Adjustment  | Interest of Credit | CHL           | 1000       | Description B | EUR              | 10000    | EA       | 1              | Yes                | \$0.0000           | \$0.0000          | \$0.0000   | \$0.0000   | \$0.0000                  |
| 4-2025         | 4                | 1                   | 144-225            | North Energy PLC   | BNV                        | 12-20-2025               | Membership      |             | 8             | 03-26-2025         | 07-26-2025       | Adjustment  | Interest of Credit | CHL           | 1000       | Description B | EUR              | 10000    | EA       | 1              | Yes                | \$0.0000           | \$0.0000          | \$0.0000   | \$0.0000   | \$0.0000                  |
| 4-2025         | 4                | 1                   | 144-225            | North Energy PLC   | BNV                        | 12-20-2025               | Membership      |             | 9             | 03-26-2025         | 07-26-2025       | Adjustment  | Interest of Credit | CHL           | 1000       | Description B | EUR              | 10000    | EA       | 1              | Yes                | \$0.0000           | \$0.0000          | \$0.0000   | \$0.0000   | \$0.0000                  |
| 4-2025         | 4                | 1                   | 144-225            | North Energy PLC   | BNV                        | 12-20-2025               | Membership      |             | 10            | 03-26-2025         | 07-26-2025       | Adjustment  | Interest of Credit | CHL           | 1000       | Description B | EUR              | 10000    | EA       | 1              | Yes                | \$0.0000           | \$0.0000          | \$0.0000   | \$0.0000   | \$0.0000                  |
| 4-2025         | 4                | 1                   | 144-225            | North Energy PLC   | BNV                        | 12-20-2025               | Membership      |             | 11            | 03-26-2025         | 07-26-2025       | Adjustment  | Interest of Credit | CHL           | 1000       | Description B | EUR              | 10000    | EA       | 1              | Yes                | \$0.0000           | \$0.0000          | \$0.0000   | \$0.0000   | \$0.0000                  |
| 4-2025         | 4                | 1                   | 144-225            | North Energy PLC   | BNV                        | 12-20-2025               | Membership      |             | 12            | 03-26-2025         | 07-26-2025       | Adjustment  | Interest of Credit | CHL           | 1000       | Description B | EUR              | 10000    | EA       | 1              | Yes                | \$0.0000           | \$0.0000          | \$0.0000   | \$0.0000   | \$0.0000                  |
| 4-2025         | 4                | 1                   | 144-225            | North Energy PLC   | BNV                        | 12-20-2025               | Membership      |             | 13            | 03-26-2025         | 07-26-2025       | Adjustment  | Interest of Credit | CHL           | 1000       | Description B | EUR              | 10000    | EA       | 1              | Yes                | \$0.0000           | \$0.0000          | \$0.0000   | \$0.0000   | \$0.0000                  |
| 4-2025         | 4                | 1                   | 144-225            | North Energy PLC   | BNV                        | 12-20-2025               | Membership      |             | 14            | 03-26-2025         | 07-26-2025       | Adjustment  | Interest of Credit | CHL           | 1000       | Description B | EUR              | 10000    | EA       | 1              | Yes                | \$0.0000           | \$0.0000          | \$0.0000   | \$0.0000   | \$0.0000                  |
| 4-2025         | 4                | 1                   | 144-225            | North Energy PLC   | BNV                        | 12-20-2025               | Membership      |             | 15            | 03-26-2025         | 07-26-2025       | Adjustment  | Interest of Credit | CHL           | 1000       | Description B | EUR              | 10000    | EA       | 1              | Yes                | \$0.0000           | \$0.0000          | \$0.0000   | \$0.0000   | \$0.0000                  |
| 4-2025         | 4                | 1                   | 144-225            | North Energy PLC   | BNV                        | 12-20-2025               | Membership      |             | 16            | 03-26-2025         | 07-26-2025       | Adjustment  | Interest of Credit | CHL           | 1000       | Description B | EUR              | 10000    | EA       | 1              | Yes                | \$0.0000           | \$0.0000          | \$0.0000   | \$0.0000   | \$0.0000                  |
| 4-2025         | 4                | 1                   | 144-225            | North Energy PLC   | BNV                        | 12-20-2025               | Membership      |             | 17            | 03-26-2025         | 07-26-2025       | Adjustment  | Interest of Credit | CHL           | 1000       | Description B | EUR              | 10000    | EA       | 1              | Yes                | \$0.0000           | \$0.0000          | \$0.0000   | \$0.0000   | \$0.0000                  |
| 4-2025         | 4                | 1                   | 144-225            | North Energy PLC   | BNV                        | 12-20-2025               | Membership      |             | 18            | 03-26-2025         | 07-26-2025       | Adjustment  | Interest of Credit | CHL           | 1000       | Description B | EUR              | 10000    | EA       | 1              | Yes                | \$0.0000           | \$0.0000          | \$0.0000   | \$0.0000   | \$0.0000                  |
| 4-2025         | 4                | 1                   | 144-225            | North Energy PLC   | BNV                        | 12-20-2025               | Membership      |             | 19            | 03-26-2025         | 07-26-2025       | Adjustment  | Interest of Credit | CHL           | 1000       | Description B | EUR              | 10000    | EA       | 1              | Yes                | \$0.0000           | \$0.0000          | \$0.0000   | \$0.0000   | \$0.0000                  |
| 4-2025         | 4                | 1                   | 144-225            | North Energy PLC   | BNV                        | 12-20-2025               | Membership      |             | 20            | 03-26-2025         | 07-26-2025       | Adjustment  | Interest of Credit | CHL           | 1000       | Description B | EUR              | 10000    | EA       | 1              | Yes                | \$0.0000           | \$0.0000          | \$0.0000   | \$0.0000   | \$0.0000                  |

### **Miscellaneous Charge Code Report – Payables**

With this report, user can view the Line Items of the incoming miscellaneous invoices by Charge Category and Charge Code for a range of 12 months. This report can be viewed for all airlines or a specific airline.

The query criteria are:

| Query Criteria              | Optional? | Permitted Values if Any             |
|-----------------------------|-----------|-------------------------------------|
| From Billing Year           | Mandatory |                                     |
| From Billing Month          | Mandatory |                                     |
| From Period                 | Mandatory |                                     |
| To Billing Year             | Mandatory |                                     |
| To Billing Month            | Mandatory |                                     |
| To Period                   | Mandatory |                                     |
| Settlement Method Indicator | Optional  | ICH, ACH, ICH & ACH, Bilateral, All |
| Billing Member Code         | Optional  |                                     |
| Invoice/Credit Note Number  | Optional  |                                     |
| Charge Category             | Optional  |                                     |
| Charge Code                 | Optional  |                                     |

Sample report format:

| Billing Month | Billing Period | Service or Method | Billing Method Code | Billing Member Name      | Invoice/Credit Number | Invoice/Credit Date | Charge Category | Record Type | Line Item No. | Service Start Date | Service End Date | Charge Code | Charge Code Text | Local or Global | Product ID | Description        | Billing Quantity | Quantity | UOM Code | Charging Method | Service Quantity | Unit Price | Base Charge Amount | Additional Charge Amount | Tax Amount | VAT Amount | Total At This Level |
|---------------|----------------|-------------------|---------------------|--------------------------|-----------------------|---------------------|-----------------|-------------|---------------|--------------------|------------------|-------------|------------------|-----------------|------------|--------------------|------------------|----------|----------|-----------------|------------------|------------|--------------------|--------------------------|------------|------------|---------------------|
| 12-2019       | 1              | BA-02             | BA-02               | Beth-Anne P.C.           | BA01                  | 12-20-2019          | Miscellaneous   | 1           | 1             | 01-Jan-2020        | 31-Mar-2020      | Adjustment  | Sevent           | 1445            |            | Description text A | 1000             | 10000    | EA       | 1               | Yes              | 1000000    | 0.0000             | 0.0000                   | 0.0000     | 0.0000     | 1000000             |
| 12-2019       | 1              | BA-02             | BA-02               | Beth-Anne P.C.           | BA01                  | 12-20-2019          | Miscellaneous   | 1           | 1             | 01-Jan-2020        | 31-Mar-2020      | Adjustment  | Sevent           | 1445            |            | Description text A | 1000             | 10000    | EA       | 1               | Yes              | 1000000    | 0.0000             | 0.0000                   | 0.0000     | 0.0000     | 1000000             |
| 12-2019       | 1              | LA-02             | LA-02               | Devonville Laffanette AS | BA02                  | 12-20-2019          | Miscellaneous   | 1           | 1             | 01-Jan-2020        | 31-Mar-2020      | Adjustment  | Sevent           | 1445            |            | Description text A | 1000             | 10000    | EA       | 1               | Yes              | 1000000    | 0.0000             | 0.0000                   | 0.0000     | 0.0000     | 1000000             |
| 12-2019       | 1              | LA-02             | LA-02               | Devonville Laffanette AS | BA02                  | 12-20-2019          | Miscellaneous   | 1           | 1             | 01-Jan-2020        | 31-Mar-2020      | Adjustment  | Sevent           | 1445            |            | Description text A | 1000             | 10000    | EA       | 1               | Yes              | 1000000    | 0.0000             | 0.0000                   | 0.0000     | 0.0000     | 1000000             |
| 12-2019       | 1              | LA-02             | LA-02               | Devonville Laffanette AS | BA02                  | 12-20-2019          | Miscellaneous   | 1           | 1             | 01-Jan-2020        | 31-Mar-2020      | Adjustment  | Sevent           | 1445            |            | Description text A | 1000             | 10000    | EA       | 1               | Yes              | 1000000    | 0.0000             | 0.0000                   | 0.0000     | 0.0000     | 1000000             |
| 12-2019       | 1              | LA-02             | LA-02               | Devonville Laffanette AS | BA02                  | 12-20-2019          | Miscellaneous   | 1           | 1             | 01-Jan-2020        | 31-Mar-2020      | Adjustment  | Sevent           | 1445            |            | Description text A | 1000             | 10000    | EA       | 1               | Yes              | 1000000    | 0.0000             | 0.0000                   | 0.0000     | 0.0000     | 1000000             |
| 12-2019       | 1              | LA-02             | LA-02               | Devonville Laffanette AS | BA02                  | 12-20-2019          | Miscellaneous   | 1           | 1             | 01-Jan-2020        | 31-Mar-2020      | Adjustment  | Sevent           | 1445            |            | Description text A | 1000             | 10000    | EA       | 1               | Yes              | 1000000    | 0.0000             | 0.0000                   | 0.0000     | 0.0000     | 1000000             |
| 12-2019       | 1              | LA-02             | LA-02               | Devonville Laffanette AS | BA02                  | 12-20-2019          | Miscellaneous   | 1           | 1             | 01-Jan-2020        | 31-Mar-2020      | Adjustment  | Sevent           | 1445            |            | Description text A | 1000             | 10000    | EA       | 1               | Yes              | 1000000    | 0.0000             | 0.0000                   | 0.0000     | 0.0000     | 1000000             |
| 12-2019       | 1              | LA-02             | LA-02               | Devonville Laffanette AS | BA02                  | 12-20-2019          | Miscellaneous   | 1           | 1             | 01-Jan-2020        | 31-Mar-2020      | Adjustment  | Sevent           | 1445            |            | Description text A | 1000             | 10000    | EA       | 1               | Yes              | 1000000    | 0.0000             | 0.0000                   | 0.0000     | 0.0000     | 1000000             |
| 12-2019       | 1              | LA-02             | LA-02               | Devonville Laffanette AS | BA02                  | 12-20-2019          | Miscellaneous   | 1           | 1             | 01-Jan-2020        | 31-Mar-2020      | Adjustment  | Sevent           | 1445            |            | Description text A | 1000             | 10000    | EA       | 1               | Yes              | 1000000    | 0.0000             | 0.0000                   | 0.0000     | 0.0000     | 1000000             |
| 12-2019       | 1              | LA-02             | LA-02               | Devonville Laffanette AS | BA02                  | 12-20-2019          | Miscellaneous   | 1           | 1             | 01-Jan-2020        | 31-Mar-2020      | Adjustment  | Sevent           | 1445            |            | Description text A | 1000             | 10000    | EA       | 1               | Yes              | 1000000    | 0.0000             | 0.0000                   | 0.0000     | 0.0000     | 1000000             |
| 12-2019       | 1              | LA-02             | LA-02               | Devonville Laffanette AS | BA02                  | 12-20-2019          | Miscellaneous   | 1           | 1             | 01-Jan-2020        | 31-Mar-2020      | Adjustment  | Sevent           | 1445            |            | Description text A | 1000             | 10000    | EA       | 1               | Yes              | 1000000    | 0.0000             | 0.0000                   | 0.0000     | 0.0000     | 1000000             |
| 12-2019       | 1              | LA-02             | LA-02               | Devonville Laffanette AS | BA02                  | 12-20-2019          | Miscellaneous   | 1           | 1             | 01-Jan-2020        | 31-Mar-2020      | Adjustment  | Sevent           | 1445            |            | Description text A | 1000             | 10000    | EA       | 1               | Yes              | 1000000    | 0.0000             | 0.0000                   | 0.0000     | 0.0000     | 1000000             |
| 12-2019       | 1              | LA-02             | LA-02               | Devonville Laffanette AS | BA02                  | 12-20-2019          | Miscellaneous   | 1           | 1             | 01-Jan-2020        | 31-Mar-2020      | Adjustment  | Sevent           | 1445            |            | Description text A | 1000             | 10000    | EA       | 1               | Yes              | 1000000    | 0.0000             | 0.0000                   | 0.0000     | 0.0000     | 1000000             |
| 12-2019       | 1              | LA-02             | LA-02               | Devonville Laffanette AS | BA02                  | 12-20-2019          | Miscellaneous   | 1           | 1             | 01-Jan-2020        | 31-Mar-2020      | Adjustment  | Sevent           | 1445            |            | Description text A | 1000             | 10000    | EA       | 1               | Yes              | 1000000    | 0.0000             | 0.0000                   | 0.0000     | 0.0000     | 1000000             |
| 12-2019       | 1              | LA-02             | LA-02               | Devonville Laffanette AS | BA02                  | 12-20-2019          | Miscellaneous   | 1           | 1             | 01-Jan-2020        | 31-Mar-2020      | Adjustment  | Sevent           | 1445            |            | Description text A | 1000             | 10000    | EA       | 1               | Yes              | 1000000    | 0.0000             | 0.0000                   | 0.0000     | 0.0000     | 1000000             |
| 12-2019       | 1              | LA-02             | LA-02               | Devonville Laffanette AS | BA02                  | 12-20-2019          | Miscellaneous   | 1           | 1             | 01-Jan-2020        | 31-Mar-2020      | Adjustment  | Sevent           | 1445            |            | Description text A | 1000             | 10000    | EA       | 1               | Yes              | 1000000    | 0.0000             | 0.0000                   | 0.0000     | 0.0000     | 1000000             |
| 12-2019       | 1              | LA-02             | LA-02               | Devonville Laffanette AS | BA02                  | 12-20-2019          | Miscellaneous   | 1           | 1             | 01-Jan-2020        | 31-Mar-2020      | Adjustment  | Sevent           | 1445            |            | Description text A | 1000             | 10000    | EA       | 1               | Yes              | 1000000    | 0.0000             | 0.0000                   | 0.0000     | 0.0000     | 1000000             |
| 12-2019       | 1              | LA-02             | LA-02               | Devonville Laffanette AS | BA02                  | 12-20-2019          | Miscellaneous   | 1           | 1             | 01-Jan-2020        | 31-Mar-2020      | Adjustment  | Sevent           | 1445            |            | Description text A | 1000             | 10000    | EA       | 1               | Yes              | 1000000    | 0.0000             | 0.0000                   | 0.0000     | 0.0000     | 1000000             |
| 12-2019       | 1              | LA-02             | LA-02               | Devonville Laffanette AS | BA02                  | 12-20-2019          | Miscellaneous   | 1           | 1             | 01-Jan-2020        | 31-Mar-2020      | Adjustment  | Sevent           | 1445            |            | Description text A | 1000             | 10000    | EA       | 1               | Yes              | 1000000    | 0.0000             | 0.0000                   | 0.0000     | 0.0000     | 1000000             |
| 12-2019       | 1              | LA-02             | LA-02               | Devonville Laffanette AS | BA02                  | 12-20-2019          | Miscellaneous   | 1           | 1             | 01-Jan-2020        | 31-Mar-2020      | Adjustment  | Sevent           | 1445            |            | Description text A | 1000             | 10000    | EA       | 1               | Yes              | 1000000    | 0.0000             | 0.0000                   | 0.0000     | 0.0000     | 1000000             |
| 12-2019       | 1              | LA-02             | LA-02               | Devonville Laffanette AS | BA02                  | 12-20-2019          | Miscellaneous   | 1           | 1             | 01-Jan-2020        | 31-Mar-2020      | Adjustment  | Sevent           | 1445            |            | Description text A | 1000             | 10000    | EA       | 1               | Yes              | 1000000    | 0.0000             | 0.0000                   | 0.0000     | 0.0000     | 1000000             |
| 12-2019       | 1              | LA-02             | LA-02               | Devonville Laffanette AS | BA02                  | 12-20-2019          | Miscellaneous   | 1           | 1             | 01-Jan-2020        | 31-Mar-2020      | Adjustment  | Sevent           | 1445            |            | Description text A | 1000             | 10000    | EA       | 1               | Yes              | 1000000    | 0.0000             | 0.0000                   | 0.0000     | 0.0000     | 1000000             |
| 12-2019       | 1              | LA-02             | LA-02               | Devonville Laffanette AS | BA02                  | 12-20-2019          | Miscellaneous   | 1           | 1             | 01-Jan-2020        | 31-Mar-2020      | Adjustment  | Sevent           | 1445            |            | Description text A | 1000             | 10000    | EA       | 1               | Yes              | 1000000    | 0.0000             | 0.0000                   | 0.0000     | 0.0000     | 1000000             |
| 12-2019       | 1              | LA-02             | LA-02               | Devonville Laffanette AS | BA02                  | 12-20-2019          | Miscellaneous   | 1           | 1             | 01-Jan-2020        | 31-Mar-2020      | Adjustment  | Sevent           | 1445            |            | Description text A | 1000             | 10000    | EA       | 1               | Yes              | 1000000    | 0.0000             | 0.0000                   | 0.0000     | 0.0000     | 1000000             |
| 12-2019       | 1              | LA-02             | LA-02               | Devonville Laffanette AS | BA02                  | 12-20-2019          | Miscellaneous   | 1           | 1             | 01-Jan-2020        | 31-Mar-2020      | Adjustment  | Sevent           | 1445            |            | Description text A | 1000             | 10000    | EA       | 1               | Yes              | 1000000    | 0.0000             | 0.0000                   | 0.0000     | 0.0000     | 1000000             |
| 12-2019       | 1              | LA-02             | LA-02               | Devonville Laffanette AS | BA02                  | 12-20-2019          | Miscellaneous   | 1           | 1             | 01-Jan-2020        | 31-Mar-2020      | Adjustment  | Sevent           | 1445            |            | Description text A | 1000             | 10000    | EA       | 1               | Yes              | 1000000    | 0.0000             | 0.0000                   | 0.0000     | 0.0000     | 1000000             |
| 12-2019       | 1              | LA-02             | LA-02               | Devonville Laffanette AS | BA02                  | 12-20-2019          | Miscellaneous   | 1           | 1             | 01-Jan-2020        | 31-Mar-2020      | Adjustment  | Sevent           | 1445            |            | Description text A | 1000             | 10000    | EA       | 1               | Yes              | 1000000    | 0.0000             | 0.0000                   | 0.0000     | 0.0000     | 1000000             |
| 12-2019       | 1              | LA-02             | LA-02               | Devonville Laffanette AS | BA02                  | 12-20-2019          | Miscellaneous   | 1           | 1             | 01-Jan-2020        | 31-Mar-2020      | Adjustment  | Sevent           | 1445            |            | Description text A | 1000             | 10000    | EA       | 1               | Yes              | 1000000    | 0.0000             | 0.0000                   | 0.0000     | 0.0000     | 1000000             |
| 12-2019       | 1              | LA-02             | LA-02               | Devonville Laffanette AS | BA02                  | 12-20-2019          | Miscellaneous   | 1           | 1             | 01-Jan-2020        | 31-Mar-2020      | Adjustment  | Sevent           | 1445            |            | Description text A | 1000             | 10000    | EA       | 1               | Yes              | 1000000    | 0.0000             | 0.0000                   | 0.0000     | 0.0000     | 1000000             |
| 12-2019       | 1              | LA-02             | LA-02               | Devonville Laffanette AS | BA02                  | 12-20-2019          | Miscellaneous   | 1           | 1             | 01-Jan-2020        | 31-Mar-2020      | Adjustment  | Sevent           | 1445            |            | Description text A | 1000             | 10000    | EA       | 1               | Yes              | 1000000    | 0.0000             | 0.0000                   | 0.0000     | 0.0000     | 1000000             |
| 12-2019       | 1              | LA-02             | LA-02               | Devonville Laffanette AS | BA02                  | 12-20-2019          | Miscellaneous   | 1           | 1             | 01-Jan-2020        | 31-Mar-2020      | Adjustment  | Sevent           | 1445            |            | Description text A | 1000             | 10000    | EA       | 1               | Yes              | 1000000    | 0.0000             | 0.0000                   | 0.0000     | 0.0000     | 1000000             |
| 12-2019       | 1              | LA-02             | LA-02               | Devonville Laffanette AS | BA02                  | 12-20-2019          | Miscellaneous   | 1           | 1             | 01-Jan-2020        | 31-Mar-2020      | Adjustment  | Sevent           | 1445            |            | Description text A | 1000             | 10000    | EA       | 1               | Yes              | 1000000    | 0.0000             | 0.0000                   | 0.0000     | 0.0000     | 1000000             |
| 12-2019       | 1              | LA-02             | LA-02               | Devonville Laffanette AS | BA02                  | 12-20-2019          | Miscellaneous   | 1           | 1             | 01-Jan-2020        | 31-Mar-2020      | Adjustment  | Sevent           | 1445            |            | Description text A | 1000             | 10000    | EA       | 1               | Yes              | 1000000    | 0.0000             | 0.0000                   | 0.0000     | 0.0000     | 1000000             |
| 12-2019       | 1              | LA-02             | LA-02               | Devonville Laffanette AS | BA02                  | 12-20-2019          | Miscellaneous   | 1           | 1             | 01-Jan-2020        | 31-Mar-2020      | Adjustment  | Sevent           | 1445            |            | Description text A | 1000             | 10000    | EA       | 1               | Yes              | 1000000    | 0.0000             | 0.0000                   | 0.0000     | 0.0000     | 1000000             |
| 12-2019       | 1              | LA-02             | LA-02               | Devonville Laffanette AS | BA02                  | 12-20-2019          | Miscellaneous   | 1           | 1             | 01-Jan-2020        | 31-Mar-2020      | Adjustment  | Sevent           | 1445            |            | Description text A | 1000             | 10000    | EA       | 1               | Yes              | 1000000    | 0.0000             | 0.0000                   | 0.0000     | 0.0000     | 1000000             |
| 12-2019       | 1              | LA-02             | LA-02               | Devonville Laffanette AS | BA02                  | 12-20-2019          | Miscellaneous   | 1           | 1             | 01-Jan-2020        | 31-Mar-2020      | Adjustment  | Sevent           | 1445            |            | Description text A | 1000             | 10000    | EA       | 1               | Yes              | 1000000    | 0.0000             | 0.0000                   | 0.0000     | 0.0000     | 1000000             |
| 12-2019       | 1              | LA-02             | LA-02               | Devonville Laffanette AS | BA02                  | 12-20-2019          | Miscellaneous   | 1           | 1             | 01-Jan-2020        | 31-Mar-2020      | Adjustment  | Sevent           | 1445            |            | Description text A | 1000             | 10000    | EA       | 1               | Yes              | 1000000    | 0.0000             | 0.0000                   | 0.0000     | 0.0000     | 1000000             |
| 12-2019       | 1              | LA-02             | LA-02               | Devonville Laffanette AS | BA02                  | 12-20-2019          | Miscellaneous   | 1           | 1             | 01-Jan-2020        | 31-Mar-2020      | Adjustment  | Sevent           | 1445            |            | Description text A | 1000             | 10000    | EA       | 1               | Yes              | 1000000    | 0.0000             | 0.0000                   | 0.0000     | 0.0000     | 1000000             |
| 12-2019       | 1              | LA-02             | LA-02               | Devonville Laffanette AS | BA02                  | 12-20-2019          | Miscellaneous   | 1           | 1             | 01-Jan-2020        | 31-Mar-2020      | Adjustment  | Sevent           | 1445            |            | Description text A | 1000             | 10000    | EA       | 1               | Yes              | 1000000    | 0.0000             | 0.0000                   | 0.0000     | 0.0000     | 1000000             |
| 12-2019       | 1              | LA-02             | LA-02               | Devonville Laffanette AS | BA02                  | 12-20-2019          | Miscellaneous   | 1           | 1             | 01-Jan-2020        | 31-Mar-2020      | Adjustment  | Sevent           | 1445            |            | Description text A | 1000             | 10000    | EA       | 1               | Yes              | 1000000    | 0.0000             | 0.0000                   | 0.0000     | 0.0000     | 1000000             |
| 12-2019       | 1              | LA-02             | LA-02               | Devonville Laffanette AS | BA02                  | 12-20-2019          | Miscellaneous   | 1           | 1             | 01-Jan-2020        | 31-Mar-2020      | Adjustment  | Sevent           | 1445            |            | Description text A | 1000             | 10000    | EA       | 1               | Yes              | 1000000    | 0.0000             | 0.0000                   | 0.0000     | 0.0000     | 1000000             |
| 12-2019       | 1              | LA-02             | LA-02               | Devonville Laffanette AS | BA02                  | 12-20-2019          | Miscellaneous   | 1           | 1             | 01-Jan-2020        | 31-Mar-2020      | Adjustment  | Sevent           | 1445            |            | Description text A | 1000             | 10000    | EA       | 1               | Yes              | 1000000    | 0.0000             | 0.0000                   | 0.0000     | 0.0000     | 1000000             |
| 12-2019       | 1              | LA-02             | LA-02               | Devonville Laffanette AS | BA02                  | 12-20-2019          | Miscellaneous   | 1           | 1             | 01-Jan-2020        | 31-Mar-2020      | Adjustment  | Sevent           | 1445            |            | Description text A | 1000             | 10000    | EA       | 1               | Yes              | 1000000    | 0.0000             | 0.0000                   | 0.0000     | 0.0000     | 1000000             |
| 12-2019       | 1              | LA-02             | LA-02               | Devonville Laffanette AS | BA02                  | 12-20-2019          | Miscellaneous   | 1           | 1             | 01-Jan-2020        | 31-Mar-2020      | Adjustment  | Sevent           | 1445            |            | Description text A | 1000             | 10000    | EA       | 1               | Yes              | 1000000    | 0.0000             | 0.0000                   | 0.0000     | 0.0000     | 1000000             |
| 12-2019       | 1              | LA-02             | LA-02               | Devonville Laffanette AS | BA02                  | 12-20-2019          | Miscellaneous   | 1           | 1             | 01-Jan-2020        | 31-Mar-2020      | Adjustment  | Sevent           | 1445            |            | Description text A | 1000             | 10000    | EA       | 1               | Yes              | 1000000    | 0.0000             | 0.0000                   | 0.0000     | 0.0000     | 1000000             |
| 12-2019       | 1              | LA-02             | LA-02               | Devonville Laffanette AS | BA02                  | 12-20-2019          | Miscellaneous   | 1           | 1             | 01-Jan-2020        | 31-Mar-2020      | Adjustment  | Sevent           | 1445            |            | Description text A | 1000             | 10000    | EA       | 1               | Yes              | 1000000    | 0.0000             |                          |            |            |                     |

### Miscellaneous Correspondence Report

With this report, user can view the summary of the miscellaneous invoices by Charge Category for a range of clearance month. This report can be viewed for all airlines or a specific airline.

The various query criteria are:

| Query Criteria               | Optional? | Permitted Values if Any |
|------------------------------|-----------|-------------------------|
| From Date                    | Mandatory |                         |
| To Date                      | Mandatory |                         |
| Corr. Initiating Entity Code | Optional  |                         |
| Corr. Initiating Entity Name | Optional  |                         |
| From Entity Code             | Optional  |                         |
| From Entity Name             | Optional  |                         |
| To Entity Code               | Optional  |                         |
| To Entity Name               | Optional  |                         |
| Authority to Bill            | Optional  | Y                       |
| Charge Category              | Optional  |                         |
| Correspondence Stage >       | Optional  |                         |
| Correspondence Status        | Optional  | Responded/Received      |

|                                  |          |                          |
|----------------------------------|----------|--------------------------|
| Expiring in (no of days)         | Optional |                          |
| Unsubmitted Billing Memo Exists? | Optional | Yes/ No/ Does Not Matter |

The report generated can be sorted by the Correspondence Initiating Entity code, Expiry Date and Amount to be settled fields.

Sample report format:

| Corr. Initiating Entity Code | Corr. Initiating Entity Name | Corr. From Entity Code | Corr. From Entity Name | Corr. To Entity Code | Corr. To Entity Name | Corr. Status | Corr. Number | Corr. Date | Corr. Stage | Charge Category | Linked Rejection Invoice Number | Linked Rejection Invoice Billing Month | Curr. Code | Amount to be Settled | Authority to Bill Flag | No of Supporting Documents attached | Expiry Date |
|------------------------------|------------------------------|------------------------|------------------------|----------------------|----------------------|--------------|--------------|------------|-------------|-----------------|---------------------------------|--|------------|----------------------|------------------------|-------------------------------------|-------------|
| AA-001                       | American Airlines            | BA-125                 | British Airways        | AA-001               | American Airlines    | Received     | 10125010012  | 15-Jan-09  | 2           | Engineering     | 1322CVDS3                       | Dec-09                                 | USD        | 526.10               |                        | 2                                   | 16-Mar-09   |
| AA-001                       | American Airlines            | AA-001                 | American Airlines      | BA-125               | British Airways      | Responded    | 10125010039  | 15-Jan-09  | 5           | Engineering     | 244322AE3                       | Sep-09                                 | USD        | 233.10               |                        | 1                                   | 16-Mar-09   |
| AA-001                       | American Airlines            | BA-125                 | British Airways        | AA-001               | American Airlines    | Received     | 10125010001  | 20-Jan-09  | 3           | Engineering     | 247682SW1                       | Aug-09                                 | USD        | 1,220.00             | Y                      |                                     | 21-Mar-09   |

### Miscellaneous Correspondence Aging Report:

This Report will be sent to member in a monthly basis to notify them about the Status of open correspondences in the system in last month.

Columns of Correspondence Ageing Report:

| Query Criteria          | Values  | Example                |
|-------------------------|---|------------------------|
| Corr. Initiating Member | Member Code of a Member who has initiated the Correspondence  | BA-125                 |
| Corr. From Member       | 'From Member' of the current stage of Correspondence  | BA-125-British Airways |
| Corr. To Member         | 'To Member' of the current stage of Correspondence  | AB-745-AIR BERLIN      |
| Corr. Reference No.     | 'Correspondence Reference Number'   | 1250025399             |
| Corr. Stage             | 'Stage Number' of the current stage of Correspondence   | 3                      |
| Corr. Status            | 'Correspondence Status' of the current stage of Correspondence  | Open                   |
| Corr. Sub Status        | 'Correspondence Sub Status' of the current stage of Correspondence  | Received               |
| Corr. Date              | 'Correspondence Date' of the current stage of Correspondence  | 12-Jun-2025            |
| Currency Code           | 'Currency' (alpha code) of Correspondence   | GBP                    |
| Amount To Be Settled    | The value of 'Amount to be Settled' of the current stage of Correspondence  | 490.15                 |
| Authority to Bill Flag  | The value of 'Authority to Bill' of the current stage of Correspondence. Following are the possible values: <ul style="list-style-type: none"> <li>"Yes (Full)"</li> <li>"Yes (Partial)"</li> <li>"Yes (Higher)"</li> <li>"NA"</li> </ul> | Y (Full)               |
| Expiry Date             | Correspondence Expiry date in format 'DD-MMM-YYYY'  | 07-Sep-2025            |

Sample report format:

**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

**Miscellaneous Supporting Attachments Mismatch Report:**

This report provides the airline with a list of invoice items where Attachments are expected and not provided currently in the system. The various query criteria are:

| Query Criteria:             | Optional? | Values                              |
|-----------------------------|-----------|-------------------------------------|
| Clearance Month             | Mandatory |                                     |
| Period No                   | Mandatory |                                     |
| Member Code                 | Optional  |                                     |
| Settlement Method Indicator | Optional  | ICH, ACH, ICH & ACH, Bilateral, All |
| Invoice Number              | Optional  |                                     |

The report can be produced sorted by Airline Code, Clearance Month, Period No., Settlement Method Indicator and Invoice No information. Sample report format:

| Billed Member Code | Billed Member Name | Billing Month | Period No | Settlement Method | Invoice Type           | Invoice No. | Attachment Indicator - Original | No. of Attachments Linked |
|--------------------|--------------------|---------------|-----------|-------------------|------------------------|-------------|---------------------------------|---------------------------|
| 001                | American members   | May - 13      | 1         | ICH               | Invoice                | 1221218     | Y                               | 0                         |
| 131                | Japan Airlines     | May - 13      | 1         | ICH               | Credit Note            | 1237699     | N                               | 1                         |
| 131                | Japan Airlines     | May - 13      | 1         | ICH               | Rejection Invoice      | 9383939     | Y                               | 0                         |
| 125                | British Airways    | May - 13      | 1         | ICH               | Correspondence Invoice | 9823829     | N                               | 2                         |

**Dispute Status Report:**

This report provides the user with the list of all the disputes initiated/received by the Member.

| Query Criteria:         | Optional? | Values   |
|-------------------------|-----------|--|
| From Date               | Mandatory |  |
| To Date                 | Mandatory |  |
| Dispute Status          | Optional  | Open, Close  |
| Dispute Sub Status      | Optional  | Saved, Sent, Received, AcceptedBy Billed Member, Pending for Credit Note, Expired, Settled |
| Self/Aggregated Members | Optional  |  |

Sample report format:

| Dispute Reference Number | Disputed Invoice Number | Dispute From Member | Dispute To Member | Dispute Stage | Dispute Status | Dispute Sub Status | Open Disputed Items | Currency | Total Disputed Amount | Time Limit to Respond |
|--------------------------|-------------------------|---------------------|-------------------|---------------|----------------|--------------------|---------------------|----------|-----------------------|-----------------------|
| 1                        | D150000001              | XB-E23              | BA-125            | 2             | Open           | Received           |                     | 5 EUR    | 865.65                | 30-Jul-18             |
| 5                        | DY10000002              | XB-E23              | AI-098            | 1             | Open           | Saved              |                     | 8 EUR    | 856.35                | 7-Aug-18              |

#### 4.11 Invoices Generated By 3<sup>rd</sup> Parties On Behalf of the Participant

Certain Invoices are generated and submitted by third parties on behalf of the Participant. For example, IATA generates Call Day Adjustment invoices on behalf of the Billing Entity. Such invoices will be submitted to SIS in a SIS Format. SIS will validate the invoice information and forward it for settlement. The Billed Entity shall receive these invoices along with the Miscellaneous Invoices from Other Participants in a SIS Format.

In this case, since the Invoice is generated by a 3<sup>rd</sup> party, the Billing Entity doesn't have this information at its end. Hence in order to support the Billing Entity to carry out the necessary account postings, SIS will generate a separate billing file in IS-XML format and provide it to the Billing Entity. The file will have a specific naming convention in order to identify it separately. Refer to [Chapter 11 Section 11.1.2](#) for details.

#### 4.12 Excel to XML Conversion Input Option

This chapter has been removed. Please contact SIS Operations via the [IATA Customer Portal](#) for more information on how to create Miscellaneous IS-XML files.

## 5 UATP Billings

### 5.1 Overview

In the SIS environment, these invoices are raised by UATP-ATCAN or the Billing Entity (if it opts out of the UATP service) but neither create the U-12 file/recap sheet to be submitted to the CH. SIS generates the required U-12 file for ICH and recap sheet for ACH. UATP-ATCAN continues to send the ATCAN file.

UATP is only the transmitter of the invoice. Hence, the details of UATP come in the transmission header, whereas the Billing Entity on whose behalf the invoice is being raised (i.e., Merchant) is in the Seller Organization and the Billed Entity to whom the invoice is being sent (i.e., Issuer) is in the Buyer Organization. The details of the original invoice amounts, daily exchange rate and the invoice numbers are stated in the line detail level.

The data requirement of each type of invoice has been defined. The existing IS-XML standard has been extended to support the electronic exchange of different types of invoices.

This section describes the various UATP invoice types that are supported by SIS. The details of the IS-XML Record Structures and validations are defined in [Chapter 11](#).

There are specific Charge Codes for each of the invoice types and all are grouped under one Charge Category. The details of each are stated below.

UATP Master Invoices have a specific numbering scheme. Invoices created by Members should not start with U as the first letter; this is reserved for UATP on behalf invoicing:

- UMerchant#Issuer#Periodending: UXXXXXXXXXX
- Class= U
- Merchant= XXX
- Issuer= XXX
- Period Ending = 048 (Annual ICH calendar contains 48 periods)

Master invoice number example: U006001048

Where:

Merchant=Delta

Issuer=Issuer

Settlement Period=48

### 5.2 Invoice Types Overview

The UATP invoices have been combined into "Charge Codes" which are further grouped under the appropriate "Charge Category".

Charge Category:

Though there is only one Charge Category in UATP, the following is an explanation of why the categorization has been done.

- Distinguishes the broad category of services being billed on an invoice.
- Used by the Billed Entity to decide which IT system or department needs to receive the invoice (work flow)

Charge Code:

- Specifies the nature of the service charged

The combination of Charge Category and Charge Code will determine the fields to be used for account posting and reconciliation. The following sections give a

- Description of the Charge Category
- Charge Codes under each Category
- Description of Charge Code
- Mandatory & Recommended Fields for the combination of Charge Category & Charge Code. These fields are required over and above the other Mandatory and Legal Fields defined in the IS-XML Specification.

A UATP invoice can only be raised in a single Charge Category.

## **5.2.1 Charge Category – UATP**

The use of the charge category UATP will cause the invoice to be entered in the U category for settlement in either the ICH or ACH, as appropriate. The use of any other available charge category will cause the invoices to be presented in the Miscellaneous category in the CH, always assuming that valid charge codes associated with the category have been used.

### **5.2.1.1 Charge Code: ATCAN**

This charge code will be used when ATCAN invoices are to be raised either by the Billing Entity or UATP on behalf of the Billing Entity (if the entity has opted-in for this UATP service).

When UATP-ATCAN raises this invoice, it will raise one invoice per Billing Entity/Billed Entity pair and per Billing Period. There will be a Master Invoice number generated for this invoice and the line item details will contain all the details of the original invoice (i.e., the original invoice number, total sales per original invoice, daily exchange rate and rate of discount). As this will be raised once a period, there will be a total (Master) invoice amount. The invoice will be sent to the Billing Entity.

The settlement file generated by SIS for sending to the CH will have the master invoice total. A report will be provided for downloading the details of the original invoices. The XML will also have all the required details and can also be used for reconciliation.

Fields required:

Mandatory Fields:

- Signed For Currency Code (This is the code of the local currency when it is different from the invoice currency and the local amount has been converted in the invoice currency)
- Daily Exchange Rate (The Daily Exchange Rate used for converting local amount to invoice currency amount)
- Signed For Amount (This is the Original Invoice Amount)
- Original Invoice Number (This is the Original Invoice Number)
- Original Invoice Date (This is the Original Invoice date)

Recommended Field:

- Charge Code Type (The only applicable value is 'Commission'. This is to be used only when the line item is to show the commission. Stating this will remove the requirement to provide the mandatory fields listed above as not required.)

### **5.2.1.2 Charge Code: Fees**

Fees charged by UATP for the services it provides to its members (i.e., administrative fees) will be routed through this charge code. As done currently, a single invoice will be raised for these fees with the details of each being shown in the line item details.

No specific Mandatory and Recommended Fields defined for this Charge Code.

#### 5.2.1.3 Charge Code: Chargeback

All Chargebacks will be handled through UATP's Online Chargeback System (OCS) .

#### 5.2.1.4 Charge Code: Misc

No specific Mandatory and Recommended Fields defined for this Charge Code.

### 5.3 Billing Input and Output Formats

SIS participants have the following option of providing as well as receiving the billing data in SIS:

- *IS-XML* – An advanced file format for providing UATP billing data

#### 5.3.1 IS-XML

The structure of the IS-XML file is as follows:

- Transmission Header
- Invoice
  - Invoice Header
  - Line Item
  - Line Item Detail
  - Invoice Summary
- Transmission Summary

##### Transmission Header

The Transmission header element contains header level data that describes the transmission. There is only one instance of this element for each transmission.

##### Invoice

The invoice element is the main component business wise of a transmission. There can be multiple invoice elements for each transmission. The invoice element contains four main components:

##### Invoice Header

- Provides header information about the invoice

##### Line Item

- In one invoice several ticket transactions can be invoiced (one per line item)
- Each invoice element contains one (at least) or more line item elements.
- The line item provides a summary-level data for line item detail elements.

##### Line Item Detail

- The detail information is specific to the ticket transaction being invoiced.
- It contains detailed data about each line item element.
- The line item detail information provides the Billed Entity with all information needed to reconcile the amount being invoiced in each line item. This is very much what can be found in the supporting documents in the paper world.

##### Invoice Summary

- It provides summary information for each invoice.

##### Transmission Summary Element

This element will be used by the recipient of the electronic message to make some validation and ensure that the data has not been damaged during its creation or transfer. It contains totals for the overall transmission.

Refer to [Chapter 11 – Section 11.5](#) for details of the UATP IS-XML Record Structure

The IS-XML file can be provided on a daily basis to SIS. There is no restriction on the number of IS-XML files that can be submitted in a day. The output IS-XML file will be generated on a weekly basis.

**Notes:**

**1. It is recommended that, where possible, the Participant standardize on the IATA Aviation Invoice Standard (IS-XML) for all electronic invoices. This includes suppliers and any other e-invoicing companies.**

**2. It is recommended that Participant's system is developed so that all fields in the standard are available to be used. While the fields may not be considered mandatory, or even optional, today for a given charge category/code it is possible that:**

- a) As a billed participant, you might receive data in one of the fields that isn't currently optional or mandatory for that given charge Category/Code; or**
- b) A field may be made optional or mandatory for that given Charge Category/Code**

## 5.4 SIS Validation

### 5.4.1 Overview

The SIS format billing file submitted by the Participant is validated thoroughly by SIS before it is considered for further processing. The validation of billing files is a two step process in SIS.

1. All SIS format billing files are first put through a **Sanity Check** step. In this step the file is checked for structure errors and errors which would make the file fail any further processing. The entire file is rejected by SIS in case of a Sanity Check error. SIS will maintain only an audit trail of the submission event and details of failure. SIS will revert to the Billing Entity with a detail log of errors.
2. On successful completion of Sanity Check, the file is loaded onto the Billing Record Database and **Detail Validation** checks are performed. At this step the invoices within the file are checked for all the details and validations as mentioned in the validation rules section of the corresponding IS-XML excel file are applied.

### 5.4.2 Sanity Check

The Sanity a: This check is performed on files where the filenames contain the date and time of file generation; This helps in uniquely identifying a file and determining if the same file was received earlier by SIS or not

1. Successful De-Compression Check: With the exception of manual upload of individual supporting documents by users, all other files are expected to be in compressed format, and would need to be de-compressed for further sanity checks.
2. Acceptable Characters Check: For data files, control characters (non-printable characters) are unacceptable in any part of the file.

The Sanity Check rules are enforced by the Schema Definition (.xsd files) for the IS-XML data input. The conditions that result in a Sanity Check Error in case of an IS-XML file are as follows:

1. Error while validating the IS-XML file against its Schema definition files
2. The count of invoices reported in the Transmission Summary not equal to the actual number of invoices reported in the IS-XML file
3. The Total Billing Amount reported in the Transmission Summary is not equal to the sum of the Total Invoice Amounts (grouped by Currency of Billing) reported in the IS-XML file
4. IS-XML file is received from a Billing Entity that has not yet migrated to SIS as per the Member Profile.

In the above checks if an error is encountered the file will be marked as having a Sanity check error and an alert report will be sent to the SIS participant. None of the invoices within the billing file will be considered for further processing.

### 5.4.3 Detail Validation

On successful completion of the Sanity Check process, the data within the IS-XML file is loaded onto the Billing Record Database. The data is then checked for all the details and validations carried out as mentioned in the Validation rules section of the IS-XML Excel file.

SIS will perform Detailed Validations on all invoices in the billing file and will not stop at the first error encountered. At the end of the Detailed Validation process, a report is generated listing all the errors encountered and is emailed to the Contact defined in the Member Profile to receive validation notifications. The same report is also available online over the IS-WEB.

Note: The validation report is not sent via email to the contact defined in Member Profile. The email alert will only tell that the validation report contains errors and has been generated.

Validation error granularity/applicability can be dictated by the Member Profile preference setting for validation errors in two levels:

1. Members can choose to reject the entire file along with all its invoices even if there is a single validation error encountered. If this preference is set SIS will not process invoices within the file which are successfully validated for subsequent steps. To process the invoices within a file the SIS

participant has to load a new file for processing. This file will be taken through the Sanity Check and Detail Validation process again.

2. If the Member Profile is set to reject individual invoices on validation failure then SIS will mark individual invoices as successful or failed and the successfully processed invoices will be taken through subsequent billing/settlement processing. Failed invoices must be corrected and re-submitted, whether manually via IS-WEB or as another IS-XML invoice.

The Validation report will be made available to the Participant as soon as the Validation process is completed. The response time is expected to be around 2 hours from the receipt of the billing file during normal loads and 4 hours during peak loads.

#### 5.4.4 Validation Error Correction

The files which fail Sanity Check process are not loaded onto the Billing Record Database. The status of the file is marked as "*Sanity Check Failed*". The Participant can access the submitted file via IS-WEB and download the same (if needed). The Participant will have to fix the errors reported in the Sanity Check process and submit a fresh file to SIS for processing.

On successful completion of the Sanity Check process, the data within the billing file is loaded on to the Billing Record Database and subjected through Detailed Validation. The status of the individual Invoices are updated at the end of the Detailed Validation process as follows:

1. *Ready For Billing*: No validation error encountered
2. *Error – Non Correctable*: The invoice contains errors and at least one of them is non correctable
3. *Validated-On Hold*: No validation error encountered in the invoice, however the invoice is kept on hold as the Participant has chosen to control the validation process at a file level (i.e. entire file to be rejected in case of any validation error) in the Member Profile and there is at least one invoice within the file which is in error.

For "Error – Non Correctable" cases, the Participant will have to delete the invoice (or the complete billing file with all invoices if the Participant wants to control the validation process at a file level) via IS-WEB and provide a fresh file with the corrected invoice information. If the Participant fails to delete the invoice and submits corrected invoice information with the same invoice number, the new invoice submission will also fail in the validation process because of Duplicate Invoice Number check. However, if the "Allow resubmission of failed Invoices" option in the 'Member Profile', 'UATP' tab is enabled then Member is allowed to resubmit the Invoice with the same Invoice number.

**Note: SIS will not delete any invoice information submitted by the Billing Entity automatically on validation failure.**

## 5.5 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 UATP billings, the Participants have the option of requesting the following documents as the Billed Entity:

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

The Participants have the option of requesting the following documents as the Billing Entity:

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

Depending on the setup of the Member Profile, SIS will automatically generate a zip archive containing the relevant files. This zip archive will be available for download along with the billing files on the SIS Calendar Billing Output Generation Date every billing period. In case Supporting Documents are included for download in the zip archive, it will include an XML Index file with the reference of all Supporting Documents and the related invoice information. Participants can use this XML Index file to automatically link the Supporting Documents within their Accounting Systems. The format of the XML file is as defined in [Chapter 11 – Section 11.15](#).

Participants can also download the above mentioned files on an ad-hoc basis for individual invoices from the IS-WEB.

To summarize, the following SIS output files can be made available depending on the configuration of the Member Profile:

### **As a Billed Entity:**

1. One zip file containing Incoming Invoice information in IS-XML format
2. One Offline Archive zip file for Payable Invoices containing:
  - PDF copy of the billed invoices\*
  - Detailed Listings\*
  - Digital Signature and Verification log files\*
  - Supporting Documents\*
  - General Terms Document \*\*

*\* depending on the Member Profile setup*

*\*\* depending on the Member Profile setup of Billing Member*

### **As a Billing Entity:**

1. One zip file containing Invoices submitted by 3<sup>rd</sup> parties on behalf of the carrier in IS-XML format
2. One Offline Archive zip file for Receivable Invoices containing:
  - PDF copy of the billing invoices\*
  - Detailed Listings\*
  - Digital Signature and related files\*
  - General Terms Document \*

*\* depending on the Member Profile setup*

## **5.6 Rejection & Correspondence Process**

Rejections will be handled through UATP's Online Chargeback System (OCS)

## 5.7 UATP-ATCAN Report

With this report, the details of the original invoice will be available. The entities can use this report for reconciliation.

A receivable and payable version of this report will be auto-generated every period. The receivable report (ATCAN-R) will generate two days prior to the ICH period closure while the payable version (ATCAN-P) will generate along with the rest of the OARs. A sample receivable and payable ATCAN-CSV report has been shown below.

### Receivable report (ATCAN-R-111-20120101)

| Record Type   | Clearance Month | Period | Airline/Supplier | Zone          | Billing Type | Settlement | Invoice Number | Invoice Date | Description         | Original Invoice Number | BSP/Original | Daily Exchange Rate | Signed For Currency | Signed For Currency | Billing Currency | Billing Amount |
|---------------|-----------------|--------|------------------|---------------|--------------|------------|----------------|--------------|---------------------|-------------------------|--------------|---------------------|---------------------|---------------------|------------------|----------------|
| Detail        | 201201          | 1      | BB-222           | BB Airlines B | RECEIVABLE   | I          | U11122201      | 01/01/2012   | I-ATCAN-111-222-001 | 34058                   | 01-Jan-12    | 1 USD               | 167.1 USD           |                     |                  | 167.1          |
| Detail        | 201201          | 1      | BB-222           | BB Airlines B | RECEIVABLE   | I          | U11122201      | 02/01/2012   | I-ATCAN-111-222-001 | 935939                  | 01-Jan-12    | 0.77393             | EUR                 | 16853.45 USD        |                  | 21776.45       |
| Detail        | 201201          | 1      | BB-222           | BB Airlines B | RECEIVABLE   | I          | U11122201      | 01/01/2012   | I-ATCAN-111-222-001 | 4420939                 | 01-Jan-12    | 0.61958             | GBP                 | 34058.2 USD         |                  | 54969.82       |
| Detail        | 201201          | 1      | BB-222           | BB Airlines B | RECEIVABLE   | I          | U11122201      | 01/01/2012   | I-ATCAN-111-222-001 | AS2393                  | 01-Jan-12    | 1 USD               | 23058 USD           |                     |                  | 23058          |
| Detail        | 201201          | 1      | BB-222           | BB Airlines B | RECEIVABLE   | I          | U11122201      | 04/01/2012   | I-ATCAN-111-222-001 | ASKF222                 | 01-Jan-12    | 0.619               | GBP                 | 4203.5 USD          |                  | 6790.792       |
| Detail        | 201201          | 1      | BB-222           | BB Airlines B | RECEIVABLE   | I          | U11122201      | 01/01/2012   | I-ATCAN-111-222-001 | 2352352                 | 01-Jan-12    | 1 USD               | 59283 USD           |                     |                  | 59283          |
| Detail        | 201201          | 1      | BB-222           | BB Airlines B | RECEIVABLE   | I          | U11122201      | 05/01/2012   | I-ATCAN-111-222-001 | SJSO39                  | 01-Jan-12    | 1 USD               | -2305.35 USD        |                     |                  | -2305.35       |
| Detail        | 201201          | 1      | BB-222           | BB Airlines B | RECEIVABLE   | I          | U11122201      | 01/01/2012   | I-ATCAN-111-222-001 | FMF2033                 | 01-Jan-12    | 1 USD               | 2983 USD            |                     |                  | 2983           |
| Detail        | 201201          | 1      | BB-222           | BB Airlines B | RECEIVABLE   | I          | U11122201      | 02/01/2012   | I-ATCAN-111-222-001 | 693DFK                  | 01-Jan-12    | 1 USD               | 52803 USD           |                     |                  | 52803          |
| Detail        | 201201          | 1      | BB-222           | BB Airlines B | RECEIVABLE   | I          | U11122201      | 02/01/2012   | I-ATCAN-111-222-001 | 693DFK                  | 01-Jan-12    | 1 USD               | 3023 USD            |                     |                  | 3023           |
| Detail        | 201201          | 1      | BB-222           | BB Airlines B | RECEIVABLE   | I          | U11122201      | 03/01/2012   | I-ATCAN-111-222-001 | 693DFK                  | 01-Jan-12    | 1 USD               | 400 USD             |                     |                  | 400            |
| Commission    | 201201          | 1      | BB-222           | BB Airlines B | RECEIVABLE   | I          | U11122201      | 01/01/2012   |                     |                         |              | 0                   | 0 USD               |                     |                  | 0              |
| Invoice Total | 201201          | 1      | BB-222           | BB Airlines B | RECEIVABLE   | I          | U11122201      | 01/01/2012   |                     |                         |              | 0                   | 0 USD               |                     |                  | 222948.8       |
| Detail        | 201201          | 1      | CC-333           | CC Airlines B | RECEIVABLE   | I          | U11133301      | 01/01/2012   | I-ATCAN-111-333-001 | 295RN2                  | 01-Jan-12    | 0.61636             | GBP                 | 23084 USD           |                  | 37452.14       |
| Detail        | 201201          | 1      | CC-333           | CC Airlines B | RECEIVABLE   | I          | U11133301      | 04/01/2012   | I-ATCAN-111-333-001 | 92RM                    | 01-Jan-12    | 1 USD               | 492.3 USD           |                     |                  | 492.3          |
| Detail        | 201201          | 1      | CC-333           | CC Airlines B | RECEIVABLE   | I          | U11133301      | 01/01/2012   | I-ATCAN-111-333-001 | 93MMF2                  | 01-Jan-12    | 1 USD               | 23952 USD           |                     |                  | 23952          |
| Detail        | 201201          | 1      | CC-333           | CC Airlines B | RECEIVABLE   | I          | U11133301      | 03/01/2012   | I-ATCAN-111-333-001 | 35959                   | 01-Jan-12    | 1 USD               | 3992.3 USD          |                     |                  | 3992.3         |
| Detail        | 201201          | 1      | CC-333           | CC Airlines B | RECEIVABLE   | I          | U11133301      | 01/01/2012   | I-ATCAN-111-333-001 | 2922MF                  | 01-Jan-12    | 1 USD               | 395 USD             |                     |                  | 395            |
| Detail        | 201201          | 1      | CC-333           | CC Airlines B | RECEIVABLE   | I          | U11133301      | 01/01/2012   | I-ATCAN-111-333-001 | F29F3                   | 01-Jan-12    | 1 USD               | 3946 USD            |                     |                  | 3946           |
| Detail        | 201201          | 1      | CC-333           | CC Airlines B | RECEIVABLE   | I          | U11133301      | 03/01/2012   | I-ATCAN-111-333-001 | F93M9                   | 01-Jan-12    | 1 USD               | 4936.36 USD         |                     |                  | 4936.36        |
| Detail        | 201201          | 1      | CC-333           | CC Airlines B | RECEIVABLE   | I          | U11133301      | 01/01/2012   | I-ATCAN-111-333-001 | 46395                   | 01-Jan-12    | 0.76668             | EUR                 | 9382.52 USD         |                  | 12237.86       |
| Detail        | 201201          | 1      | CC-333           | CC Airlines B | RECEIVABLE   | I          | U11133301      | 01/01/2012   | I-ATCAN-111-333-001 | 3FK30F                  | 01-Jan-12    | 1 USD               | 3824.35 USD         |                     |                  | 3824.35        |
| Detail        | 201201          | 1      | CC-333           | CC Airlines B | RECEIVABLE   | I          | U11133301      | 01/01/2012   | I-ATCAN-111-333-001 | F03K0F                  | 01-Jan-12    | 1 USD               | 929 USD             |                     |                  | 929            |
| Detail        | 201201          | 1      | CC-333           | CC Airlines B | RECEIVABLE   | I          | U11133301      | 03/01/2012   | I-ATCAN-111-333-001 | G036KH                  | 01-Jan-12    | 1 USD               | 2211 USD            |                     |                  | 2211           |
| Detail        | 201201          | 1      | CC-333           | CC Airlines B | RECEIVABLE   | I          | U11133301      | 03/01/2012   | I-ATCAN-111-333-001 | 304G9G                  | 01-Jan-12    | 1 USD               | 2418 USD            |                     |                  | 2418           |
| Detail        | 201201          | 1      | CC-333           | CC Airlines B | RECEIVABLE   | I          | U11133301      | 01/01/2012   | I-ATCAN-111-333-001 | 40K3G3                  | 01-Jan-12    | 1 USD               | -12941 USD          |                     |                  | -12941         |
| Commission    | 201201          | 1      | CC-333           | CC Airlines B | RECEIVABLE   | I          | U11133301      | 01/01/2012   |                     |                         |              | 0                   | 0 USD               |                     |                  | 0              |
| Invoice Total | 201201          | 1      | CC-333           | CC Airlines B | RECEIVABLE   | I          | U11133301      | 01/01/2012   |                     |                         |              | 0                   | 0 USD               |                     |                  | 83845.31       |

### Payable report (ATCAN-P-111-20120101)

| Record Type   | Clearance Month | Period | Airline/Supplier | Zone          | Billing Type | Settlement | Invoice Number | Invoice Date | Description         | Original Invoice Number | BSP/Original | Daily Exchange Rate | Signed For Currency | Signed For Currency | Billing Currency | Billing Amount |
|---------------|-----------------|--------|------------------|---------------|--------------|------------|----------------|--------------|---------------------|-------------------------|--------------|---------------------|---------------------|---------------------|------------------|----------------|
| Detail        | 201201          | 1      | BB-222           | BB Airlines B | PAYABLE      | I          | U22211101      | 01/01/2012   | I-ATCAN-222-111-001 | ABC123                  | 01-Jan-12    | 1 USD               | 5100 USD            |                     |                  | 5100           |
| Detail        | 201201          | 1      | BB-222           | BB Airlines B | PAYABLE      | I          | U22211101      | 01/01/2012   | I-ATCAN-222-111-001 | ABC123                  | 03-Jan-12    | 1 USD               | 3168 USD            |                     |                  | 3168           |
| Detail        | 201201          | 1      | BB-222           | BB Airlines B | PAYABLE      | I          | U22211101      | 01/01/2012   | I-ATCAN-222-111-001 | ABC123                  | 04-Jan-12    | 1 USD               | 2124 USD            |                     |                  | 2124           |
| Detail        | 201201          | 1      | BB-222           | BB Airlines B | PAYABLE      | I          | U22211101      | 01/01/2012   | I-ATCAN-222-111-001 | ABC123                  | 01-Jan-12    | 1 USD               | 19681 USD           |                     |                  | 19681          |
| Commission    | 201201          | 1      | BB-222           | BB Airlines B | PAYABLE      | I          | U22211101      | 01/01/2012   |                     |                         |              | 0                   | 0 USD               |                     |                  | -25038.2       |
| Invoice Total | 201201          | 1      | BB-222           | BB Airlines B | PAYABLE      | I          | U22211101      | 01/01/2012   |                     |                         |              | 0                   | 0 USD               |                     |                  | 5034.81        |
| Detail        | 201201          | 1      | CC-333           | CC Airlines D | PAYABLE      | I          | U33311101      | 01/01/2012   | I-ATCAN-333-111-001 | AND2384                 | 01-Jan-12    | 1 EUR               | 1354 EUR            |                     |                  | 1354           |
| Detail        | 201201          | 1      | CC-333           | CC Airlines D | PAYABLE      | I          | U33311101      | 01/01/2012   | I-ATCAN-333-111-001 | AND2384                 | 03-Jan-12    | 1 EUR               | 2345.3 EUR          |                     |                  | 2345.34        |
| Detail        | 201201          | 1      | CC-333           | CC Airlines D | PAYABLE      | I          | U33311101      | 01/01/2012   | I-ATCAN-333-111-001 | AND2384                 | 04-Jan-12    | 1 EUR               | 6582 EUR            |                     |                  | 6582           |
| Detail        | 201201          | 1      | CC-333           | CC Airlines D | PAYABLE      | I          | U33311101      | 01/01/2012   | I-ATCAN-333-111-001 | AND2384                 | 01-Jan-12    | 1 EUR               | 2634 EUR            |                     |                  | 2633.95        |
| Detail        | 201201          | 1      | CC-333           | CC Airlines D | PAYABLE      | I          | U33311101      | 01/01/2012   | I-ATCAN-333-111-001 | AND2384                 | 01-Jan-12    | 1 EUR               | 954523 EUR          |                     |                  | 9523           |
| Detail        | 201201          | 1      | CC-333           | CC Airlines D | PAYABLE      | I          | U33311101      | 01/01/2012   | I-ATCAN-333-111-001 | AND2384                 | 03-Jan-12    | 1 EUR               | 8564.1 EUR          |                     |                  | 8564.09        |
| Detail        | 201201          | 1      | CC-333           | CC Airlines D | PAYABLE      | I          | U33311101      | 01/01/2012   | I-ATCAN-333-111-001 | AND2384                 | 04-Jan-12    | 1 EUR               | 97841 EUR           |                     |                  | 9841           |
| Commission    | 201201          | 1      | CC-333           | CC Airlines D | PAYABLE      | I          | U33311101      | 01/01/2012   |                     |                         |              | 0                   | 0 EUR               |                     |                  | -1845.16       |
| Invoice Total | 201201          | 1      | CC-333           | CC Airlines D | PAYABLE      | I          | U33311101      | 01/01/2012   |                     |                         |              | 0                   | 0 EUR               |                     |                  | 38998.22       |
| Detail        | 201201          | 1      | DD-444           | DD Airlines B | PAYABLE      | I          | U44411101      | 01/01/2012   | I-ATCAN-444-111-001 | 203XOE                  | 01-Jan-12    | 1 GBP               | -1284 GBP           |                     |                  | -1284.02       |
| Commission    | 201201          | 1      | DD-444           | DD Airlines B | PAYABLE      | I          | U44411101      | 01/01/2012   |                     |                         |              | 0                   | 0 GBP               |                     |                  | 22.47          |
| Invoice Total | 201201          | 1      | DD-444           | DD Airlines B | PAYABLE      | I          | U44411101      | 01/01/2012   |                     |                         |              | 0                   | 0 GBP               |                     |                  | -1261.55       |

- **Record Type:** The record type for that line of data. Valid entries are Detail, Commission, VAT, and Invoice Total.
- **Clearance Month:** The year and month of the clearance period. Format - YYYYMM. Example - 201204.
- **Period #:** The period number within the Clearance Month. Valid entries are 1, 2, 3, or 4.
- **Airline/Supplier Code:** For a receivables file, this is the UATP Issuer that is being billed. For a payables file, this is the UATP Merchant that is billing. Format - two letter carrier code, "-", then three alphanumeric carrier code. Example – AA-001.
- **Airline/Supplier Name:** For a receivables file, this is the alphanumeric name of the UATP Issuer that is being billed. For a payables file, this is the alphanumeric name of the UATP Merchant that is billing.
- **Zone:** The IATA assigned zone of the Airline/Supplier who are part of IATA Clearing House. For Non ICH Members this field will be blank.

- Billing Type: RECEIVABLE or PAYABLE.
- Settlement Method Indicator: The method of settlement.
- I – ICH, A – ACH, M – ACH using MITA Rules, B – Bilateral and so on as defined in ISPG
- Invoice Number: For invoices submitted by UATP on behalf of an airline, this is the Master Invoice Number. The format for the Master Invoice Number is Ummmiiippp, where mmm represents the Merchant number, iii represents the Issuer number, and ppp represents the IATA settlement period (001-048). For opted out Members via IS-XML or IS-WEB this field can be max 10 digits long and can be made of any English alphabets or number.
- Invoice Date: The date the invoice was submitted. This is mapped to InvoiceHeader/InvoiceDate field in IS-XML file.
- Description: As entered by the submitter. This is mapped to LineltemDetail\Description field. Where the mapped field is not populated, this field will be left blank in the UATP Reconciliation file. In case there are multiple LineltemDetails captured against a particular Lineltem, the CSV report will print the Description of the first LineltemDetail.
- BSP/Original Invoice Number: The invoice number as entered into ATCAN by the submitter. This is mapped to LineltemDetail\UATPDetails\OriginalInvoiceNumber field. Where the mapped field is not populated, this field will be left blank in the UATP Reconciliation file. In case there are multiple LineltemDetails captured against a particular Lineltem, the CSV report will print the details of the first LineltemDetail.
- BSP/Original Invoice Date: The date the invoice was submitted to ATCAN. This is mapped to LineltemDetail\UATPDetails\OriginalInvoiceDate field. Where the mapped field is not populated, this field will be left blank in the UATP Reconciliation file. In case there are multiple LineltemDetails captured against a particular Lineltem, the CSV report will print the details of the first LineltemDetail.
- Daily Exchange Rate: The exchange rate used to convert the Signed for Currency Amount to the Billing Currency Amount. This is mapped to LineltemDetail\UATPDetails\DailyExchangeRate field. Where the mapped field is not populated, this field will be left blank in the UATP Reconciliation file. In case there are multiple LineltemDetails captured against a particular Lineltem, the CSV report will print the details of the first LineltemDetail.
- Signed For Currency: The three letter ISO currency code of the Signed for Amount of the sale. This is mapped to LineltemDetail\UATPDetails\SignedForCurrencyCode. Where the mapped field is not populated, this field will be left blank in the UATP Reconciliation file. In case there are multiple LineltemDetails captured against a particular Lineltem, the CSV report will print the details of the first LineltemDetail.
- Signed For Currency Amount: The amount at the time of the sale. This is mapped to LineltemDetail\UATPDetails\SignedForAmount field. Where the mapped field is not populated, this field will be left blank in the UATP Reconciliation file. In case there are multiple LineltemDetails captured against a particular Lineltem, the CSV report will print the details of the first LineltemDetail.
- Billing Currency: The three letter ISO currency code of the Billing Currency Amount. This is mapped to InvoiceHeader\PaymentTypes\CurrencyCode field.
- Billing Currency Amount: The total amount of the invoice in Billing Currency. This is mapped to Lineltem\TotalNetAmount field. In case of "Invoice Total" record type, this is mapped to InvoiceSummary\TotalAmount field.

## **5.8 Invoices Generated By UATP On Behalf of the Billing Entity**

UATP-ATCAN invoices are generated and submitted by UATP where the entity has opted in. UATP is the transmitter which is raising the invoice on behalf of the Billing Entity. This invoice will be submitted to SIS in an IS-XML Format. SIS will validate the invoice information and forward it for settlement. The Billed Entity will receive these invoices in a SIS Format.

In this case, since the Master Invoice is generated by UATP (i.e. a 3<sup>rd</sup> party), the Billing Entity doesn't have this information at its end). Hence in order to support the Billing Entity in carrying out the necessary account postings, SIS will generate a separate billing file in IS-XML format and provide it to the Billing Entity. The file will have a specific naming convention in order to identify it separately. Refer to [Chapter 11 - Section 11.1.2](#) for details.

## 6 Financial Processes

### 6.1 Settlement Process through SIS

The Settlement of Interline Invoices will be driven through the invoice data provided by the billing entities. The invoice data can be submitted in any of the SIS Formats: IS-XML or Manual capture over IS-WEB. Once the submitted invoice is successfully validated, SIS will automatically forward it for settlement. The "Settlement Method Indicator" field in the SIS Format invoice decides how the settlement of the invoice would take place. Valid values for this field are:

- 'A' – Settlement through ACH
- 'B' – Bi-lateral Settlement
- 'C' –Bilateral Settlement via IATA for CASS Invoices \*
- 'D' –Bilateral Settlement via IATA for PASS Invoices\*
- 'E' –Bilateral Settlement via IATA for BSP Invoices \*
- 'I' – Settlement through ICH
- 'M' – ACH Inter-clearance Billings or ACH to ACH Billing based on IATA rules
- 'N' – Passenger Form C only
- 'P' – 'Pro-forma Invoice' (No Settlement in this case)
- 'R' – Adjustments due to Protests (No settlement in this case)
- 'S'- 'Invoice Settled through BSP / CASS funds' \*
- 'X' – 'ICH Multiple Agreements'

\* SMI's only used for invoices sent by IATA only; these are not for industry use.

There is no need to generate a separate Settlement File (for e.g. Web F12 file for ICH or Recap Sheets for ACH) for such invoices.

Below is a table that contains the rules for billings among Clearing House members in SIS.

| SIS SMI Chart |         | Billing Member |       |           |
|---------------|---------|----------------|-------|-----------|
|               |         | ICH            | ACH   | Dual CH   |
| Billed Member | ICH     | I              | M     | I         |
|               | ACH     | I              | A / M | A / M     |
|               | Dual CH | I              | A / M | A / M / I |

When settling SIS invoices via ICH / ACH, the Clearance Currency (currency of settlement) must comply with the following logic based on ICH member zones. The Currency of Clearance Code presented in the IS-XML files should be a valid ISO currency alpha code. SIS Participants may view other SIS Participants' ICH zone via the "SIS Reference Data CSV" weekly output files or by running the "Member Contact Report" from IS-WEB.

When SettlementMethod = "I"

- a) If both SellerOrganization & BuyerOrganization in Zone A, then GBP
- b) If SellerOrganization in Zone A and BuyerOrganization in Zone B, C, D then USD
- c) If SellerOrganization in Zone B or C and BuyerOrganization in Zone A, B, C, D then USD
- d) If SellerOrganization in Zone D and BuyerOrganization in Zone A, B, C then USD
- e) If both SellerOrganization & BuyerOrganization in Zone D, then EUR

When SettlementMethod = "A"

- a) Can be any valid ISO currency code accepted by the ACH When the Clearance Currency is other than USD, then the Invoice Currency and the Clearance Currency must be the same
- b) If Clearance Currency is not provided, the system will default it to USD
- c) When the Clearance Currency is different than USD, then the Invoice Currency and the Clearance Currency must be the same

When SettlementMethod = "M"

a) and settlement is via the ACH, then the clearance currency can be any valid ISO currency code accepted by the ACH. When the Clearance Currency is other than USD, then the Invoice Currency and the Clearance Currency must be the same.

b) and settlement is via the ICH (inter-clearance), then the clearance currency is USD

### When SettlementMethod = "B"

a) This field is optional and must be provided if exchange rate and/or amount in clearance currency is provided

When SettlementMethod = "X", this field is mandatory

## Processing Dashboard

In SIS, the settlement process is triggered automatically on successful validation of the billing invoices. The billing invoice data is normally provided by individual revenue accounting departments. Thus the revenue accounting departments (possibly more than one) and Financial department (for Misc Category billings) will now be responsible for initiating the settlement process for such interline invoices. The revenue accountants and financial accountants will need better coordination to ensure timely submission of the billing data and to ensure that validation errors in the billing data is corrected in time for settlement to take place. In order to assist the accountants of the billing entity, SIS provides an online Processing Dashboard that will give a consolidated view of the status of the submitted billing invoices and files.

The Processing Dashboard is accessible through the IS-WEB. The dashboard offers two views:

- 1) **Invoice Status View:** This will show details of the invoices of the current open clearance period and the preceding closed period. The invoice details can be filtered based on Invoice Status, Billed Entity, Billing Category and Settlement Method Indicator. The Billing Entity is defaulted to the Self Entity Code. In case the Billing Entity is a Sponsor or Aggregator, the Billing Entity field will have a list of all Sponsored or Aggregated Members. Refer **Figure 3** for a sample screen layout of the Invoice Status View of the Processing Dashboard. On clicking the Invoice number in this view, the system will display the processing details of individual invoices as well as the timestamp of when the various processes (Validation, Digital Signature, Interfacing with Clearing House, etc.) related to that invoice was completed. Refer **Figure 4** for a sample screen layout of the Invoice Detail View of the Processing Dashboard.
- 2) **File Status View:** This will show the status of the files submitted by the billing entity. Refer **Figure 5** for a sample screen layout of the File Status View of the Processing Dashboard

### IS Processing Dashboard

[Invoice Master](#)
[File Status](#)

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**Search Criteria**

☐ Quick Search    ☒ Detail Search

**\* Clearance Year**  
 2014

**\* Clearance Month**  
 Jan

**Period**  
 All

**Billing Member**  
 GSA-TDC-BUSINESS AFFAIRS

**Billed Member**

**Clearance Type**  
 All

**Billing Category**  
 All

**Invoice No.**  
 All

**Submission Method**

**Daily Delivery Status**  
 All

---

**Search Results**

| Period      | ISS Member | Billing Member  | Billing Member Name | Billed Member Name                                   | Invoice Status | Invoice No. | Invoice Date | Billing Category | Invoice Curr. | Invoice Amount    | Clearance Curr. | Clearance Amount | Spend/F/Late Submitted | Validation | Value Confirmation | Digital Signature | Settlement File Sent | Daily Delivery | Processed | Submission Method                            |
|-------------|------------|-----------------|---------------------|--|----------------|-------------|--------------|------------------|---------------|-------------------|-----------------|------------------|------------------------|------------|--------------------|-------------------|----------------------|----------------|-----------|--|
| 2014-Jan-01 | ISA-125    | British Airways | G1-160              | QATAR AIRWAYS LTD<br>PHILIPPAEUS INC                 | Pasenger       | 4000000000  | 18-Jan-2014  | Middlewest       | USD           | 1,328,361.170 USD |                 | 1,328,361.170    |                        | ●          | -                  | -                 | ●                    | -              | ●         | E-SIA, IIRSLA-E-CSD2-H410120140113101023.ZIP |
| 2014-Jan-04 | ISA-125    | British Airways | PR079               |  | Pasenger       | 0000000000  | 30-Jan-2014  | Middlewest       | USD           | 25,893.000 USD    |                 | 25,893.000       |                        | ●          | -                  | -                 | ●                    | -              | ●         | E-SIA, IIRSLA-E-CSD2-H410120140131102313.ZIP |
| 2014-Jan-04 | ISA-125    | British Airways | AJ-001              | American Airlines                                    | Pasenger       | 0000000000  | 02-Feb-2014  | Middlewest       | USD           | 10,963.000 USD    |                 | 10,963.000       |                        | ●          | -                  | -                 | ●                    | -              | ●         | E-SIA, IIRSLA-E-CSD2-H4101201402013074.ZIP   |
| 2014-Jan-02 | ISA-125    | British Airways | FJ-080              | JAL AIRWAYS  | Pasenger       | 2000000000  | 20-Jan-2014  | Passenger        | GBP           | 40,940 USD        |                 | 40,940           |                        | ●          | -                  | -                 | ●                    | -              | ●         | E-SIC, PECEP-CSD2-H41012014012011101109.ZIP  |
| 2014-Jan-02 | ISA-125    | British Airways | AJ-027              | ALASKA AIRLINES INC                                  | Pasenger       | 0000000000  | 20-Jan-2014  | Passenger        | GBP           | 25,246.220 USD    |                 | 41,262.800       |                        | ●          | -                  | -                 | ●                    | -              | ●         | E-SIC, PECEP-CSD2-H4101201401200902.ZIP      |
| 2014-Jan-01 | ISA-125    | British Airways | H0-180              | KORAN AIR  | Pasenger       | 2000000000  | 13-Jan-2014  | Passenger        | GBP           | 7,086.940 USD     |                 | 12,095.100       |                        | ●          | -                  | -                 | ●                    | -              | ●         | E-SIC, PECEP-CSD2-H41012014011010940.ZIP     |
| 2014-Jan-01 | ISA-125    | British Airways | PS-005              | PIRA TE STOCK COMPANY "MARINE INTERNATIONAL AIRWAYS" | Pasenger       | 2000000000  | 13-Jan-2014  | Passenger        | GBP           | 1,574.910 USD     |                 | 2,573.800        |                        | ●          | -                  | -                 | ●                    | -              | ●         | E-SIC, PECEP-CSD2-H410120140110104405.ZIP    |
| 2014-Jan-02 | ISA-125    | British Airways | TU-028              | COMMERCIAL AVIATION SERVICES LLC                     | Pasenger       | 0000000000  | 14-Jan-2014  | Cargo            | USD           | 25,550.100 USD    |                 | 25,550.100       |                        | ●          | -                  | -                 | ●                    | -              | ●         | E-SIC, CDDC4-CSD2-H41012014011010204.ZIP     |
| 2014-Jan-01 | ISA-125    | British Airways | QF-001              | QANTAS AIRWAYS LIMITED                               | Pasenger       | 0000000000  | 10-Jan-2014  | Middlewest       | GBP           | 4,010.120 USD     |                 | 7,370.910        |                        | ●          | -                  | -                 | ●                    | -              | ●         | E-SIA, IIRSLA-E-CSD2-H41012014011414033.ZIP  |
| 2014-Jan-01 | ISA-125    | British Airways | O-267               | China Airlines                                       | Pasenger       | 2000000000  | 10-Jan-2014  | Passenger        | GBP           | 4,205.000 USD     |                 | 6,762.700        |                        | ●          | -                  | -                 | ●                    | -              | ●         | E-SIC, PECEP-CSD2-H4101201401200911.ZIP      |
| 2014-Jan-04 | ISA-125    | British Airways | JL-402              | LAMREDOUR AIRBUS INCONOMIE DECISION SA               | Pasenger       | 0000000000  | 05-Feb-2014  | Passenger        | GBP           | 47.420 USD        |                 | 77.810           |                        | ●          | -                  | -                 | ●                    | -              | ●         | E-SIC, PECEP-CSD2-H4101201402010500.ZIP      |

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[Mark for Late Submission](#)
[Reschedule Billing Period](#)
[Details](#)

[Status Legend:](#)
[Success / In Progress](#)
[Success / Completed](#)
[Success / Pending](#)
[Late Submission](#)

**Figure 3: Sample Screen Layout of the Processing Dashboard - Invoice Status View**



The contents of the Processing Dashboard can be downloaded in excel / csv format by the Billing entity. The colored dots are shown as codes in the downloaded file.

The Member Profile of SIS can be configured to provide a list of fully processed invoices per Billing Category for each Billing Period to the Billing Entity. This will be provided in a CSV format and the structure of the file is provided in [Section 12.18](#). The Billing Entity can use this file to make any adjustments to its internal Accounting Systems.

## 6.2 SIS and Clearing House Calendar

SIS will maintain a calendar (referred as SIS Calendar) containing date and time stamps of some of the critical processes applicable for each clearance period. This calendar includes the date and time stamp for the following:

- 1) Submissions Open: The date and time stamp from when the system starts accepting billing files for a particular clearance period. SIS will accept Miscellaneous billing having a future month/period based on the Submissions Open (Future dated submissions) date and time stamp defined in the SIS Calendar. Future dated submissions are only allowed for Miscellaneous billing.
- 2) Submissions Open (Future Dated Submissions): The date and time stamp from when the system starts accepting billing files for a particular clearance period which are future dated. This parameter is dependent on when the exchange rate for the clearance month is published by IATA. For e.g. Participants can submit Invoices to be settled in the month of February (Periods 1, 2, 3 or 4) from 25 January onwards. This option of allowing future dated submissions is allowed in case of Miscellaneous Invoices.
- 3) Submission Deadline for ICH and ACH and Non Clearing House Invoices: The date and time stamp from when the system will stop accepting any new billing file with invoices for the current open period. This is synchronized as per the deadlines published by the Clearing Houses. Since ICH and ACH have different deadlines for submitting Settlement files (ICH Period Closure Day – 1700 EST and ACH Recap Sheet Submission Deadline – 1200 EST on the last day of the Clearance Period), there are two separate deadlines in SIS for accepting any new ICH and ACH Invoice.

**In case of non Clearing House invoices (Settlement Method Indicator = B, N, R), the ICH Submission Deadline will be considered, with the exception of Miscellaneous Bilateral invoices which will be accepted until 2359 EST.**

Sample SIS Calendar:

| IS Processing Calendar |   |                 |   |                                      |                                      |                           |                                    |                                |
|------------------------|---|-----------------|---|--------------------------------------|--------------------------------------|---------------------------|------------------------------------|--------------------------------|
|                        |   | Submission Open | Submission Open (Future Dated Submission) | Submission Deadline For ICH Invoices | Submission Deadline For ACH Invoices | Billing Output Generation | Supporting Documents Link Deadline | Auto Bill Invoice Finalization |
| January-2016           | 1 | 08-Jan 0:00     | 25-Dec 13:00                              | 14-Jan 17:00                         | 14-Jan 11:59                         | 18-Jan 23:00              | 18-Jan 0:00                        | 14-Jan 10:59                   |
|                        | 2 | 15-Jan 0:00     | 25-Dec 13:00                              | 21-Jan 17:00                         | 21-Jan 11:59                         | 25-Jan 23:00              | 25-Jan 0:00                        | 21-Jan 10:59                   |
|                        | 3 | 22-Jan 0:00     | 25-Dec 13:00                              | 28-Jan 17:00                         | 28-Jan 11:59                         | 01-Feb 23:00              | 01-Feb 0:00                        | 28-Jan 10:59                   |
|                        | 4 | 29-Jan 0:00     | 25-Dec 13:00                              | 08-Feb 17:00                         | 08-Feb 11:59                         | 10-Feb 23:00              | 10-Feb 0:00                        | 08-Feb 10:59                   |
| February-2016          | 1 | 09-Feb 0:00     | 25-Jan 13:00                              | 16-Feb 17:00                         | 16-Feb 11:59                         | 18-Feb 23:00              | 18-Feb 0:00                        | 16-Feb 10:59                   |
|                        | 2 | 17-Feb 0:00     | 25-Jan 13:00                              | 22-Feb 17:00                         | 22-Feb 11:59                         | 24-Feb 23:00              | 24-Feb 0:00                        | 22-Feb 10:59                   |
|                        | 3 | 23-Feb 0:00     | 25-Jan 13:00                              | 29-Feb 17:00                         | 29-Feb 11:59                         | 02-Mar 23:00              | 02-Mar 0:00                        | 29-Feb 10:59                   |
|                        | 4 | 01-Mar 0:00     | 25-Jan 13:00                              | 07-Mar 17:00                         | 07-Mar 11:59                         | 09-Mar 23:00              | 09-Mar 0:00                        | 07-Mar 10:59                   |

Figure 6 : SIS Calendar

- 4) Supporting Attachments Linking Deadline: The date and time stamp by which the system will stop manual and automated linking of supporting documents for the clearance period. This deadline date is synchronized with the ICH Advice day.
- 5) Billing Output Generation: The date and time stamp by which the output billing files will be generated and made available for download by the billed entities. This deadline date will be one day after the ICH Advice day.

Along with the SIS Calendar data, SIS will also store the ICH and ACH Processing Calendar data. The system will provide a facility to download the calendar data (SIS, ICH, ACH Calendar or any multiple combination) in excel format in the local time zone of the user taking into account daylight saving changes.

### 6.3 Late Submissions

SIS includes the process of handling Late Submissions. There can be two reasons why a situation for Late Submission can arise in SIS:

- 1) Files or Invoices are submitted after the Submission Deadline time stamp of SIS Calendar due to some reason (for e.g. Billing Entities internal IT issues, etc.): or
- 2) Validation errors in the invoices present in SIS prior to the Submission Deadline are not corrected in time to be considered for settlement.

**Since the settlement process is initiated only after successful validation of the billing invoices, it is important that the billing entities allow sufficient time for the billing invoices to be processed and, if needed, corrected before the SIS Calendar Submission Deadline.** This approach will help in avoiding Late Submission requests and also the penalty associated with processing such requests.

Late Submission invoices will be processed as follows:

- 1) Invoices of previously closed billing period will be processed and all errors, except for billing period mismatch, will be corrected by the billing entity.
- 2) If the billing period mismatch is the only error in the invoice, it will be highlighted in the Processing Dashboard as a "Late Submission Eligible" Invoice.
- 3) The billing entity can either select all such "Late Submission Eligible" Invoices or select the input file containing the Late Submission Eligible Invoices and request for Late Submission through the Processing Dashboard.
- 4) If the Late Submission processing window is open, an alert is generated to the concerned Clearing House with details of the Invoices being requested for Late Submission.
- 5) The Clearing House can accept or deny such Late Submission requests. If the request is accepted, SIS ignores the billing period mismatch error and automatically includes the invoice amount for settlement. If the request is denied by the Clearing House, the Invoice continues to be in error and is not processed further.

### 6.4 Adjustments due to Protests

In the case of Protest from a billed entity, the invoice values will remain unchanged within SIS, but the settlement value is modified directly by the Clearing House. The billing file received by the billed entity from SIS will have the amount originally billed whereas the Clearing House statement will reflect a different amount.

Thus a reconciliation issue exists for both Billing and Billed Entity. In order to address this issue the Billing Entity will be required to issue a Credit Note with Settlement Method Indicator = "R" for the discrepancy amount in the following period. This Credit Note will not be forwarded to Clearing House for settlement but will be exchanged with the Billed Entity so that the necessary accounting adjustments can be taken care of by the following period.

## 6.5 Suspended Members

In the event a Clearing House suspends a member, the status of the member will be flagged in SIS as "Suspended".

On invocation of Suspension, the invoices from and to the Suspended Member will be processed in SIS as explained below.

- 1) The Suspension Flag of the invoices with Settlement Method Indicator = 'A' or 'I' or 'M' (depending on which Clearing House has invoked Suspension) which have been submitted in the current open period are set to 'Y'
- 2) The Suspension Flag of the invoices submitted to ICH/ACH in the period for which the payment default happened till the current open period is set to 'Y'.
- 3) Email alert is sent to Billing Entity about the suspension of the Billed Entity.
- 4) The current period invoices are sent to the Suspended Billed Entity in the outward file with Suspended Flag as 'Y'
- 5) The current period invoices are sent to ICH for inclusion in Suspension Form 3 (this form is created and sent by ICH). The invoices for ACH are not sent to ACH.
- 6) Any billings from and to the suspended member in subsequent billing periods will be flagged as Suspended until the time the Suspended Carrier is reinstated.

These invoices are also highlighted in the Processing Dashboard. The Billing Entities can continue to raise Invoices against the Suspended Billed Entity. The Settlement of such invoices is not carried out by the Clearing House, however the billing details are forwarded to the Suspended Billed Entity.

The details of the Suspended Invoices can be viewed on the IS-WEB. SIS also provides the functionality to flag a Suspended Invoice as "Bilaterally Settled" and/or update comments against the invoice via IS-WEB. These details can also be viewed on the Suspended Invoices Web Analysis report.

Once the member is re-instated by the Clearing House, the status of the member is re-activated in SIS. However, the state of the invoices which were flagged as "Suspended" is maintained as-is. The relevant Suspended Invoices can be selected by the Billing Entity and sent for Re-Settlement to the Clearing House via IS-WEB. Invoices belonging to the two periods prior to suspension, as well as Invoices flagged as Bilaterally Settled cannot be sent for re-settlement to the Clearing Houses. Additionally Invoices which have been partly settled outside the Clearing Houses should not be sent for re-settlement. The re-settled invoices are not included in Billing Output files provided to the Re-instated Billed Entity as these invoices were previously presented.

## 6.6 Clearing House Reports

If participants are logged on IS-WEB, they can directly access the ICH WEB Reports without the need to sign in again on ICH WEB (provided the Participant has required privileges to access ICH WEB Reports and if Member Profile of the Participant exist in both SIS and ICH WEB) through a single sign on facility.

ACH participants can access the ACH WEB Reports via IS-WEB (provided the Participant has required privileges to access ACH WEB Reports), where they will be redirected to an external ACH log in page.

## 6.7 ICH Late Adjustments

Previously, a billing entity could change or delete a claim via ICH Web before it was considered for Settlement. **With SIS, an invoice which passed validation cannot be deleted or modified anymore.**

There are different types of adjustment done currently using ICH Web:

### **Type 1: Simple Adjustment (before Closure Day):**

Scenario: A Billing Entity billed something it shouldn't have and realizes this before Closure Day.

With SIS: The Billing Entity has to correct this by submitting another invoice or a credit note. A direct correction of the claim in ICH via ICH-WEB will not be possible.

### **Type 2: Simple Late Adjustment (after Closure Day):**

Scenario: A Billing Entity billed something it shouldn't have and recognizes it after Closure Day but before Advice Day.

With SIS: The Billing Entity has to correct this by submitting another invoice or a credit note by the Late Submission Process. A direct correction of the claim in ICH via ICH-WEB will not be possible.

### **Type 3: Emergency Adjustment (before Advice Day or after Advice Day).**

Scenario: The Billing Entities' system failed and there is no possibility to send in a claim, however the Billing Entity has paper invoices and can send them to the Billed Entity.

With SIS before Advice Day:

The Billing Entity has to contact the Billed Entity and get its approval to submit fictitious invoices at a summary level (which is otherwise not allowed – These would be via Miscellaneous Billing Category with Charge Category "Finance" and Charge Code "Miscellaneous"). If the Billing Entity can access IS-WEB, then it should enter the Invoices manually.

As a last resort the Billing Entity can contact ICH Operations and request them to enter the fictitious invoices on its behalf. These invoices would go through normal SIS processes.

In the next Clearance Period the Billing Entity has to create a Credit Note for the fictitious Invoices and submit the correct billing transactions/invoices.

With SIS after Advice Day:

The Billing Entity cannot enter invoices in SIS anymore. In emergency circumstances, ICH Operations will have the capability to create direct adjustments within the ICH. This is similar to the Protest Process and will require the Billing Entity to submit an adjustment invoice in the following period with Settlement Method Indicator = "R" (See [Chapter - Section 6.4](#) Adjustments due to Protests for more details)

## 6.8 SIS Analysis Reports

SIS will provide a facility for the following Web Analysis reports for download from IS-WEB interface in Excel or csv format. These reports are based on data present in SIS. The main purpose of these reports is to provide Airlines with a possibility to analyze data over a period of time.

### Invoicing Summary Report

This report gives the outward billing and inward billing values for both 'Accepted for Settlement' (invoices sent to ICH/ACH for Settlement) and 'Not Accepted For Settlement' (invoices in Billing Record Database pending validation and not yet sent to ICH/ACH for Settlement) invoices for a given clearance month. The net difference helps in analyzing the probable net payable/ receivable for the period. The net payable/ receivable can be seen for the period and if required for a specific Airline. The query criteria are:

| Query Criteria              | Optional? | Permitted Values if Any             |
|-----------------------------|-----------|-------------------------------------|
| Clearance Month             | Mandatory |                                     |
| Period Number               | Optional  |                                     |
| Settlement Method Indicator | Mandatory | ICH, ACH, ICH & ACH, Bilateral, All |
| Currency                    | Mandatory |                                     |
| Entity Code                 | Optional  |                                     |
| Entity Name                 | Optional  |                                     |
| Totals Required             | Optional  | Yes, No (Blank will indicate No)    |

| Entity Code | Entity Name          | Outward Billing Values Accepted For Settlement |   |   |   | Outward Billing Values Not Accepted For Settlement |   |   |   | Outward Billing Values Total | Incoming Billing Values Accepted for Settlement |   |   |   | Incoming Billing Values Total | Net difference Total OW - Total IW |
|-------------|----------------------|--|---|---|---|--|---|---|---|------------------------------|---|---|---|---|-------------------------------|------------------------------------|
|             |                      | P  | U | C | M | P  | U | C | M |                              | P   | U | C | M |                               |                                    |
| CO-05       | Continental Airlines |  |   |   |   |  |   |   |   |                              |   |   |   |   |                               |                                    |
| AI-098      | Air India            |  |   |   |   |  |   |   |   |                              |   |   |   |   |                               |                                    |
|             |                      |  |   |   |   |  |   |   |   |                              |   |   |   |   |                               |                                    |
|             |                      |  |   |   |   |  |   |   |   |                              |   |   |   |   |                               |                                    |

### Payable Analysis Report

This report gives the comparison of Net Billing value for a given clearance month and period with the prior five periods or months. It helps in analyzing if there is any major deviation from the norm thus helping in taking corrective actions. The query criteria are:

| Query Criteria              | Optional? | Permitted Values if Any               |
|-----------------------------|-----------|---------------------------------------|
| Clearance Month             | Mandatory |                                       |
| Period Number               | Mandatory |                                       |
| Settlement Method Indicator | Mandatory | ICH, ACH, ICH & ACH, Bilateral, All   |
| Currency                    | Mandatory |                                       |
| Comparison Period           | Optional  | Period/ Month ; Default will be Month |
| Entity Code                 | Optional  |                                       |
| Entity Name                 | Optional  |                                       |
| Total Required              | Optional  | Yes, No (Blank will indicate No)      |

| Entity Code | Entity Name          | Net Billing Values Accepted For |   |   |   | Net Billing Values Not Accepted For |   |   |   | Net Billing Values Total |   |   |   | Average Billing Values per period (Clr Mth-1) |   |   |   | Average Billing Values per period (Clr Mth-2) |   |   |   | Average Billing Values per period (Clr Mth-3) |   |   |   | Average Billing Values per period (Clr Mth-4) |   |   |   | Average Billing Values per period (Clr Mth-5) |   |   |   |
|-------------|----------------------|---------------------------------|---|---|---|-------------------------------------|---|---|---|--------------------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
|             |                      | P                               | U | C | M | P                                   | U | C | M | P                        | U | C | M | P   | U | C | M | P   | U | C | M | P   | U | C | M | P   | U | C | M | P   | U | C | M |
| 005         | Continental Airlines |                                 |   |   |   |                                     |   |   |   |                          |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 098         | Air India            |                                 |   |   |   |                                     |   |   |   |                          |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|             |                      |                                 |   |   |   |                                     |   |   |   |                          |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

### Pending Invoices in Error Report

This report details the invoices which are in error for a given clearance month and period thus giving a view of the amount/ value of the invoice stuck on account of error correction. The query criteria are:

| Query Criteria  | Optional? | Permitted Values if Any |
|-----------------|-----------|-------------------------|
| Clearance Month | Mandatory |                         |

|                             |           |   |
|-----------------------------|-----------|---|
| Period Number               | Mandatory |   |
| Settlement Method Indicator | Mandatory | ICH, ACH, ICH & ACH, Bilateral, All                   |
| Billing Category            | Mandatory | MISC, UATP  |
| Error Type                  | Optional  | Correctible, Non-Correctible, Blank<br>(To view both) |
| Total Required              | Optional  | Yes, No (Blank will indicate No)                      |

| Clearance<br>Month | Period<br>No | Settlement<br>Method<br>Indicator | Billed Entity<br>Code | Billed Entity Name | Invoice<br>No | Billing<br>Category | Invoice<br>Currency | Invoice<br>Amount | Error<br>Type | Error<br>Count |
|--------------------|--------------|-----------------------------------|-----------------------|--------------------|---------------|---------------------|---------------------|-------------------|---------------|----------------|
|                    |              |                                   |                       |                    |               |                     |                     |                   |               |                |
|                    |              |                                   |                       |                    |               |                     |                     |                   |               |                |
|                    |              |                                   |                       |                    |               |                     |                     |                   |               |                |
|                    |              |                                   |                       |                    |               |                     |                     |                   |               |                |

### Suspended Invoices Report

This report lists the invoices which have been submitted for/by airlines which have been suspended. The invoices submitted in the period of suspension and prior two periods are shown here. This report also states the suspension date and reinstatement date of the suspended airline. The status of an invoice is resubmitted for settlement through ICH/ACH or settled bilaterally is shown in the status or remark column respectively. The adjustment invoices raised by ICH for resettlement/ repayment are also shown here. The query criteria are:

| Query Criteria              | Optional? | Values allowed      |
|-----------------------------|-----------|---------------------|
| From Clearance Month        | Mandatory |                     |
| To Clearance Month          | Optional  |                     |
| Settlement Method Indicator | Mandatory | ICH, ACH, ICH & ACH |
| Suspended Entity Code       | Optional  |                     |
| Billing Category            | Optional  | MISC, UATP          |

| Billing<br>Entity<br>Code | Billing<br>Entity<br>Name | Billed<br>Entity<br>Code | Billed Entity<br>Name | Suspended<br>Entity<br>Code | Original<br>Clearance<br>Month | Settlement<br>Method<br>Indicator | Billing<br>Category | Invoice<br>No | Invoice<br>Currency | Invoice<br>Amount | Suspension<br>Month<br>Period | Reinstatement<br>Month Period | Resubmission<br>Clearance<br>Month | Resubmission<br>Status | Remarks | Adjustment   |
|---------------------------|---------------------------|--------------------------|-----------------------|-----------------------------|--------------------------------|-----------------------------------|---------------------|---------------|---------------------|-------------------|-------------------------------|-------------------------------|------------------------------------|------------------------|---------|--------------|
| LH-220                    | Lufthansa                 | CY-048                   | Cyprus Air            | CY-048                      | 2009-07-04                     | I                                 | MISC                | L010101010    | EUR                 | 5,400.00          | 2009-08-01                    | 2009-10-03                    |                                    |                        |         |              |
| LH-220                    | Lufthansa                 | CY-048                   | Cyprus Air            | CY-048                      | 2009-08-02                     | I                                 | MISC                | L010101025    | EUR                 | 6,432.00          | 2009-08-01                    | 2009-10-03                    | 2009-10-04                         | R                      |         |              |
| LH-220                    | Lufthansa                 | BA-125                   | British Airways       | LH-220                      | 2009-10-03                     | I                                 | MISC                | B108923145    | EUR                 | 6,500.00          | 2009-09-04                    | 2009-11-01                    | 2009-11-02                         | R                      |         |              |
| XB                        | IATA                      | LH-220                   | Lufthansa             | CY-048                      | Aug 09                         | I                                 | MISC                | 1000023415    | EUR                 | 5,400.00          | 2009-08-01                    |                               |                                    |                        |         | Resettlement |
| XB                        | IATA                      | LH-220                   | Lufthansa             | CY-048                      | Oct 09                         | I                                 | MISC                | 1000023420    | EUR                 | 5,400.00          |                               | 2009-10-03                    |                                    |                        |         | Repayment    |
|                           |                           |                          |                       |                             |                                |                                   |                     |               |                     |                   |                               |                               |                                    |                        |         |              |
|                           |                           |                          |                       |                             |                                |                                   |                     |               |                     |                   |                               |                               |                                    |                        |         |              |
|                           |                           |                          |                       |                             |                                |                                   |                     |               |                     |                   |                               |                               |                                    |                        |         |              |
|                           |                           |                          |                       |                             |                                |                                   |                     |               |                     |                   |                               |                               |                                    |                        |         |              |

## 7 E-Invoicing Process

### 7.1 Overview

One of the core objectives of SIS is to achieve 100% electronic invoicing for all Billing Categories in the interline billing area. This section discusses some of the key considerations in the e-invoicing process.

### 7.2 Invoice Reference Data

Different regulatory bodies have varying requirements on what data should appear on the invoice. In many countries an invoice is considered to be "legal" only if it has certain key fields like Company Legal Name, Address, VAT Registration number etc. of both billing and billed entity. It would be difficult for a billing entity to keep this information up to date for all potential billed entities on its own.

In order to address this issue, **all SIS participants will have to maintain certain basic reference information in their Member Profile.** This includes the following details:

| Sr. No. | Reference Field Name    | Example                |
|---------|-------------------------|------------------------|
| 1       | Company Legal Name      | XYZ Airways Limited    |
| 2       | Tax/VAT Registration ID | ABC1234567             |
| 3       | Company Registration ID | XYZ1234567             |
| 4       | Address Line 1          | 2nd Floor, Building A5 |
| 5       | Address Line2           | 12 Cross Avenue        |
| 6       | Address Line3           |                        |
| 7       | City Name               | Geneva                 |
| 8       | Subdivision Code        |                        |
| 9       | Subdivision Name        |                        |
| 10      | Country Code            | CH                     |
| 11      | Country Name            | Switzerland            |
| 12      | Postal Code             | 111001                 |

Some participants can have separate entities that need to send and receive invoices for VAT Purposes (for e.g. a separate cargo entity or an office in another country). SIS will allow such participants to set-up multiple Locations each with its own reference information in the Member Profile. There will also be a facility to define a default Location in the Member Profile.

The participant has the following options at the time of billing

- 1) Reference Data of Billing and Billed Entity provided in the SIS Format Invoice: In this scenario, SIS will use the reference information provided in the Invoice for e-invoicing purposes. In order to avoid incorrect reference data from being printed on the legal invoice PDFs, SIS is validating the reference data provided for the billed member in SIS billing files against what is provided in each SIS member's Member Profile. Any mismatched will result in validation Error Non-Correctable
- 2) Location IDs provided in the SIS Format Invoice: In this scenario, SIS will use the Location ID and fetch the reference information from the Billing and Billed Entity's Member Profile and use this data for e-invoicing
- 3) No Reference Data provided in the SIS Format Invoice: In this scenario, SIS will fetch the default Location details from the Billed and Billing Entity's Member Profile and use it for e-invoicing

The table below summarizes the various options regarding Invoice Reference data:

| Reference Data of Billing and Billed Entity in SIS Format Billing Data (Input data provided by Billing Entity) | Location ID of Billing and Billed Entity in SIS Format Billing Data (Input data provided by Billing Entity) | Processing done by SIS  |
|--|---|---|
| Blank or Main  | Blank   | <p>The system will determine the Billed Member's Location ID by referring to the new member profile element '<a href="#">Billing Member Specific Default Location</a>'. If such record is not found, the system will determine the Billed Member's Location ID by referring to the member profile element '<a href="#">Default Location for MISC Payables Original Invoices and Credit Notes</a>' in the Billed Member's profile.</p> <p>Invoice level field '<a href="#">Location ID</a>' (of Billed Member) will be updated with the value of the Location ID which is determined by the system.</p> <p>Reference Data should be updated as per the Location ID determined by the system.</p> |
| Populated  | Blank   | SIS will use the Reference Data provided by the Billing Entity.   |
| Blank or Main  | Populated   | <p>The system will determine the Billed Member's Location ID by referring to the new member profile element '<a href="#">Billing Member Specific Default Location</a>'. If such record is not found, the system will determine the Billed Member's Location ID by referring to the member profile element '<a href="#">Default Location for MISC Payables Original Invoices and Credit Notes</a>' in the Billed Member's profile.</p> <p>The system will NOT validate the Reference Data provided in the file with the Reference Data of Location ID derived by the system. The Reference Data will be updated as it is derived for the Location ID.</p>  |
| Populated  | Populated   | This will result in a validation error as in the input data either the Reference Data or the Location ID can be provided but not both.  |

Some participants may want a notification regarding any updates made to the reference data of other participants of SIS. The notification request can be activated on the Member Profile. Any change made by the participants to the reference data will be applicable only at the start of a new billing period. SIS will send an email to the participants who have request for change notification. A CSV file will be attached to the email listing the changed profile elements. The format of the CSV file is defined in [Chapter - 11 Section 11.5](#).

#### Validation of Reference Data:

Reference data can be populated along with the corresponding Location ID in SIS billing files for the billed member only. For the Billed Member only the Location ID OR the Reference Data should be populated (Reference Data and Location ID cannot be populated together).

If an incorrect Location ID is provided, or incorrect reference data is provided for a specified Location ID, the file will go into Error-Non-Correctable status.

*Note: You do not have to provide the detailed reference data for your billing partners in your SIS billing file. By only providing the Location ID, the system will automatically populate the reference data for your billing partners in all SIS payable output files based on the specified Location ID.*

*However, if you wish to provide the detailed reference data in your input file, you must also provide Location ID so the system knows which Location ID in the Member Profile to validate the reference data against.*

- 1- Some examples of the new reference data validations are highlighted below: If both Location ID and Reference Data are provided:

| Location ID | REFERENCE DATA   | Results  |
|-------------|--|--|
| MAIN        | Matched against the reference data indicated in billed airline member profile for the Main Location ID                               | File will pass validation successfully assuming each reference field in the input file matches with what exists in the Member Profile. |
| 1           | Does not match with the value provided in the billed member's Member Profile for Location ID 1, but matches with Location ID "Main". | The file will fail validation, with 'Error Non-Correctable'.   |

- 2- If Location ID is not provided but Reference Data is provided:

| Location ID  | Reference Data   | Results  |
|--------------|--|--|
| Not provided | Matched against the reference data indicated in billed airline member profile for the Location ID "Main" | File will pass validation successfully assuming each reference field in the input file matches with what exists in the Member Profile. |
| Not provided | Does not match with Location ID "Main"   | The file will fail validation, with 'Error Non-Correctable'.   |

The table below lists which fields will be matched against the billed airline's Member Profile:

|   |
|---|
| Company Legal Name/<br>OrganizationName |
| Tax/Vat Registration ID                 |
| Additional Tax/ Registration ID         |
| Company Registration ID                 |
| Address Lines                           |
| City Name                               |
| Country Code                            |
| Postal code                             |

**Population of Country Code:**

The Country Name field will not be validated when provided. Population of Country Name will always be done automatically by the system, based on the Country Code provided (applicable for both Billing and Billed airlines).

1. Though the IS-WEB label shows 'Country Name', it is only a display value
2. The value stored internally for reference purposes is the Country Code
3. In case of Billed Member Reference Data: In some cases, it will not matter if there is a mismatch on the Country Code as per the Member Profile. Even if there is a mismatch, the incorrect Country Code provided in the file will only be used for derivation of the Country Name

### 7.3 Digital Signature and E-Archiving

In many countries an invoice needs to be digitally signed to be considered as a “legal” invoice for billing purposes. SIS provides optional Digital Signature services to the Participants. Every participant will update their Member profile to specify if they need Digital Signatures on the outgoing or incoming invoice, or both. The Digital Signature flag can be set at a global level as well as at individual Location level within the Member Profile. This information can be overridden at individual invoice level by setting the Digital Signature Flag in the SIS Format input data to either Yes or No. The Member profile allows the participant to select the countries for which digital signature services need to be considered out of the available list of countries supported by the Digital Signature Service provider.

Since there are multiple parameters that control the Digital signature process, the table below provides clarity on the behavior of the SIS system in case of different billing scenario both from a billing and billed entity point of view:

| Billing Entity                               |  |  | Billed Entity  |  |
|--|--|--|--|--|
| <i>Digital Signature Flag on the Invoice</i> | <i>Member profile setup</i>  | <i>Process done by SIS</i>   | <i>Member profile setup</i>  | <i>Process done by SIS</i>   |
| Digital Invoice flag = “D”                   | DS services not required   | No Digital Signature applied   | DS services not required   | No Digital Signature applied   |
|  | DS services required and a list of countries specified for which DS needs to be applied. | Digital Signature to be applied if the country of the Billing Entity or Billed Entity or both, as specified on the Invoice, is present in the list of countries in the DS required block of Member Profile | DS services required and a list of countries specified for which DS needs to be applied. | Digital Signature to be applied if the country of the Billing Entity or Billed Entity or both, as specified on the Invoice, is present in the list of countries in the DS required block of Member Profile<br><br>Same logic for DS Verification process |
| Digital Invoice Flag = “N”                   | DS services not required   | No Digital Signature applied   | DS services not required   | No Digital Signature applied   |
|  | DS services required and a list of countries specified for which DS needs to be applied. | No Digital Signature applied   | DS services required and a list of countries specified for which DS needs to be applied. | Digital Signature to be applied depending on the Billing and Billed Entity country codes matching the list of countries in the DS required block<br><br>Same logic for DS Verification process   |
|  | DS services not required   | Non correctable validation error   | DS services not required   | No Digital Signature applied   |

| Billing Entity                               |  |  | Billed Entity  |   |
|--|--|--|--|---|
| <i>Digital Signature Flag on the Invoice</i> | <i>Member profile setup</i>  | <i>Process done by SIS</i>   | <i>Member profile setup</i>  | <i>Process done by SIS</i>  |
| Digital Invoice Flag = "Y"                   | DS services required and a list of countries specified for which DS needs to be applied. | Digital Signature to be applied if the country of the Billing Entity or Billed Entity or both, as specified on the Invoice, is present the list of countries supported by the Digital Signature Service provider.<br><br>Validation Error if both Billed and Billing country is not supported by the Digital Signature Service provider for DS | DS services required and a list of countries specified for which DS needs to be applied. | Digital Signature to be applied if the country of the Billing Entity or Billed Entity or both, as specified on the Invoice, is present in the list of countries in the DS required block of Member Profile<br><br>Same logic even for DS verification |

In certain jurisdiction, UATP Invoices submitted to SIS are not considered as a legal invoice and hence might need to be excluded from the DS Process. For such carriers, there is a flag in the Member Profile (E-Invoicing tab) named '*Ignore UATP Invoices from DS Process*' which can be activated. The behavior of SIS based on the value of this flag is as shown in the table below:

| Billing Entity   |   |  | Billed Entity   |  |
|--|---|--|---|--|
| <i>Digital Signature Flag on the Invoice</i>                 | <i>Member profile setup</i>   | <i>Process done by SIS</i>   | <i>Member profile setup</i>   | <i>Process done by SIS</i>   |
| ATCAN/Billing Entity sends UATP Invoice with "DS" flag = "D" | DS services not required  | No Digital Signature applied   | DS services not required  | No Digital Signature applied   |
|  | Ignore UATP Invoices from DS Process (field disabled as DS services not required)   |  | Ignore UATP Invoices from DS Process (field disabled as DS services not required)   |  |
|  | DS services required<br>Ignore UATP Invoices from DS Process = Yes  | No Digital Signature applied   | DS services not required<br>Ignore UATP Invoices from DS Process = Yes  | No Digital Signature applied   |
|  | DS services required and a list of countries specified for which DS needs to be applied.<br>Ignore UATP Invoices from DS Process = No | Digital Signature to be applied if the country of the Billing Entity or Billed Entity or both, as specified on the Invoice, is present in the list of countries in the DS required block of Member Profile | DS services required and a list of countries specified for which DS needs to be applied.<br>Ignore UATP Invoices from DS Process = No | Digital Signature to be applied if the country of the Billing Entity or Billed Entity or both, as specified on the Invoice, is present in the list of countries in the DS required block of Member Profile |

| Billing Entity   |   |                                  | Billed Entity   |  |
|--|---|----------------------------------|---|--|
| Digital Signature Flag on the Invoice                  | Member profile setup  | Process done by SIS              | Member profile setup  | Process done by SIS  |
|  |   |                                  |   | Same logic for DS Verification process   |
| Billing Entity sends UATP Invoice with "DS" flag = "N" | DS services not required<br><br>Ignore UATP Invoices from DS Process (field disabled as DS services not required)                         | No Digital Signature applied     | DS services not required<br><br>Ignore UATP Invoices from DS Process (field disabled as DS services not required)                         | No Digital Signature applied   |
|  | DS services required<br><br>Ignore UATP Invoices from DS Process = Yes  | No Digital Signature applied     | DS services required<br><br>Ignore UATP Invoices from DS Process = Yes  | No Digital Signature applied   |
|  | DS services required and a list of countries specified for which DS needs to be applied.<br><br>Ignore UATP Invoices from DS Process = No | No Digital Signature applied     | DS services required and a list of countries specified for which DS needs to be applied.<br><br>Ignore UATP Invoices from DS Process = No | Digital Signature to be applied depending on the Billing and Billed Entity country codes matching the list of countries in the DS required block<br><br>Same logic for DS Verification process |
| Billing Entity sends UATP Invoice with "DS" flag = "Y" | DS services not required<br><br>Ignore UATP Invoices from DS Process (field disabled as DS services not required)                         | Non correctable validation error | DS services not required<br><br>Ignore UATP Invoices from DS Process (field disabled as DS services not required)                         | No Digital Signature applied   |
|  | DS services required<br><br>Ignore UATP Invoices from DS Process = Yes  | Non correctable validation error | DS services required<br><br>Ignore UATP Invoices from DS Process = Yes  | No Digital Signature applied   |

| Billing Entity                               |  |   | Billed Entity  |  |
|--|--|---|--|--|
| <i>Digital Signature Flag on the Invoice</i> | <i>Member profile setup</i>  | <i>Process done by SIS</i>  | <i>Member profile setup</i>  | <i>Process done by SIS</i>   |
|  | <p>DS services required and a list of countries specified for which DS needs to be applied.</p> <p>Ignore UATP Invoices from DS Process = No</p> | <p>Digital Signature to be applied if the country of the Billing Entity or Billed Entity or both, as specified on the Invoice, is present the list of countries supported by the Digital Signature Service provider.</p> <p>Validation Error if both Billed and Billing country is not supported by the Digital Signature Service provider for DS</p> | <p>DS services required and a list of countries specified for which DS needs to be applied.</p> <p>Ignore UATP Invoices from DS Process = No</p> | <p>Digital Signature to be applied if the country of the Billing Entity or Billed Entity or both, as specified on the Invoice, is present in the list of countries in the DS required block of Member Profile</p> <p>Same logic even for DS verification</p> |

All Invoices/Credit Notes with SMI 'P' ('Pro-forma Invoice' without Settlement) are excluded from 'Digital Signature' and 'Legal Archiving' Process. If required by certain jurisdiction legal archiving can be set up by selecting the 'Legal Archiving Required for Pro-forma Invoices' option in the member profile.

For every SIS Format invoice processed in SIS, the system will create a PDF/XML Invoice file containing only the necessary legal fields and the necessary invoice information (a subset of the SIS Format Invoice data). Based on the request from the Billing and/or Billed entity, the PDF/XML Invoice file will be digitally signed and verified. The decision to digitally sign a PDF document or XML file is taken by SIS. If either the Billing Entity's location (country) or the Billed Entity's location (country) does not accept PDF as a legal e-Invoice file format, SIS will default to XML as the format for applying the digital signature.

The digitally signed PDF/XML Invoice file will be accessible from IS-WEB for participants to view and/or download. The Billing and Billed Entity can also configure auto-download of all digitally signed files from SIS by using the "Additional Outputs" option on the Member profile for each Billing Category. In case of an XML being digitally signed, a PDF invoice will also be made available though it will not be digitally signed and will be a copy of the digitally signed XML legal file. Such Invoice PDFs will still show the text "Digitally Signed" at the top left portion of the Invoice but will contain a watermark named "Copy" on the Invoice indicating another document is the actual legal invoice.

The Billed entity has the option to have the digital signature verified. The participant will have the option of setting this requirement in the member profile. The verification file of the digital signature will be available for download.

#### **SIS Outputs specific to Digital Signature Process:**

The Billing and Billed Entity can request for the Digitally Signed Invoice as well as related information by setting up the Member Profile "Additional Outputs" appropriately. The outputs provided to the Billed and Billing Entity varies and is as follows:

As a Billing Entity:

- If a PDF Invoice file was created for Digital Signature, SIS will digitally sign the PDF document and embedded the Signature information within the PDF file. This file is made available to the Billing Entity if requested.
- If an XML invoice file was created for Digital Signature, the signature information is not embedded in the XML document. Hence as output, the Billing Entity will receive an XML Invoice file and a separate Digital Signature file.

As a Billed Entity:

- If a PDF Invoice file was created for Digital Signature and Verification, the Billed Entity will receive a PDF Invoice with the Signature information embedded in it and a separate XML Invoice verification file,
- If an XML file was created for Digital Signature, the Billed Entity will receive an XML invoice file, a separate Digital Signature file and an XML invoice verification file.

#### Legal-Archiving

Some jurisdictions may require legal storage for the digitally signed invoices for varying amounts of time. During this period, the invoices and any applicable digital signature need to be accessible for any audits. To address this issue, SIS provides an optional E-Archiving service to store the digitally signed invoices and other related information on behalf of the Participant. SIS allows custom archiving per Location ID for Miscellaneous billings.

#### Digital Signature outside of SIS

The participants can choose to do the digital signature outside of SIS. However they are responsible to

1. Agree bilaterally outside SIS the process of how this will be done
2. Set the right Member profile elements

SIS will handle digital signatures done only through SIS and will not be responsible for digital signature done outside SIS. Such digitally signed invoices should not be sent to SIS for processing or forwarding to the Billed Entity.

Participants are advised not to go with an external Digital Signature provider to avoid double payments in case they decide to go for Digital Signature with SIS.

## 7.4 Support for Value Added Taxes (VAT)

The SIS Format Invoice record structures (IS-XML) and online capture interface (IS-WEB) will support VAT for all type of transactions. SIS will have the ability to process invoices having both VAT transactions and non VAT transactions. This support is available across all Billing Categories (Miscellaneous and UATP). The PDF Invoice generated by SIS will also display VAT Information (Refer to [Chapter 7 - Section 7.7](#) for Sample Formats)

As part of the SIS Validation process, SIS will validate the integrity of the Invoice, however it cannot guarantee if the VAT Amounts reported in the Invoice is correct. **It is the Participant's responsibility to determine whether VAT applies, how much it should be and how it should be reported.**

## 7.5 Support for Legal Text in the Invoice

Some jurisdictions require certain text to be presented on the Invoice from a legal compliance point of view for e.g. Name of the CEO of the company. SIS supports 700 characters of text to be provided by the Billing Entity to be included within the footer of the Invoice. There are multiple ways by which the legal text can be provided:

- 1) Member Profile
- 2) SIS Format Billing Data

The table below summarizes the various options of providing Legal text

| Invoice Footer information<br>SIS Format<br>Billing Data<br><br><i>(Input data provided by Billing Entity)</i> | Reference Data of Billing and Billed Entity in SIS Format<br>Billing Data<br><br><i>(Input data provided by Billing Entity)</i> | Location ID of Billing and Billed Entity in SIS Format<br>Billing Data<br><br><i>(Input data provided by Billing Entity)</i> | Processing done by SIS   |
|--|---|--|--|
| Blank  | Blank   | Blank  | SIS will pick up the Legal Text of the default location id defined for the Billing Category in the E-Invoicing section of the Member Profile |
| Populated  | Blank   | Blank  | SIS will use the Invoice Footer information provided by the Billing Entity in the SIS Format Billing Data.                                   |
| Populated  | Populated   | Blank  | SIS will use the Invoice Footer information provided by the Billing Entity in the SIS Format Billing Data.                                   |
| Populated  | Blank   | Populated  | SIS will use the Invoice Footer information provided by the Billing Entity in the SIS Format Billing Data.                                   |
| Blank  | Populated   | Blank  | SIS will use the Invoice Footer information defined in the E-invoicing section of the Member Profile.  |
| Blank  | Blank   | Populated  | SIS will use the Invoice Footer information defined in the Member Profile for the Location ID defined in the SIS Format Billing Data.        |

## 7.6 Legal Compliance

Individual countries have different laws regarding e-invoicing. SIS has been designed with a number of optional services (e.g. Digital Signature, E-archiving) to help participants to comply with their local laws. **However it is each Participant's responsibility to ensure that the local regulations are adhered to.**

For more information on SIS e-invoicing and e-reporting capabilities, please refer to the SIS e-Invoicing Compliance website [here](#).

## 7.7 Sample PDF Invoice Formats

Refer to [Chapter 7 - Section 7.7](#) for Invoice formats and the mapping of the fields in the Invoice with the IS-XML record Structure.

The PDF Invoices will be supported by detailed listings for the Miscellaneous and UATP Invoices. will be supported by line Item details listing.

## 7.8 Multilingual invoice

In SIS, the billing member has the possibility to select the language of the PDF legal invoice in order to accommodate countries where the legal invoice must be in a language other than English.

Three languages are available in SIS: English (default language), Spanish and French. This functionality can be used when submitting invoices via IS-WEB or file upload IS-XML.

## 7.9 Data purging

Due to the rapid growth in billing volume, the purging functionality that removes expired and old data has been switched on, allowing SIS to run more efficiently.

There are two periodic purging cycles as described below.

### 1. Purging of expired billing transaction data

SIS billing data is purged on a monthly basis. Data to be purged includes:

1. Expired Billing transaction records – includes all transactions that have passed the applicable time limit and a 2-month lead period, with the exception of the MISC Bilateral Invoices marked as 'Overdue Payment' by the Billing Member, which will be excluded from the purging process until marked as fully paid. For all other transactions, the authorization for extension of time limit cannot be more than 2 months.
2. Expired Correspondence – includes all correspondences that are indicated 'Expired' in the system and have passed the 2-month lead period.
3. Expired Miscellaneous Correspondence Invoice and Billing Memos with Reason Codes 6A/6B – includes all expired such correspondence invoices and billing memos that have passed the 2-month lead period.
4. Supporting documents (linked) – includes all supporting documents linked to the expired transactions as identified above.
5. Error Invoices – includes all invoices in error that are older than 2 months.

### 2. Purging of files stored in SIS

This purging cycle happens at midnight daily (00:00 EST). This cycle has been running in SIS since May 2012.

Data to be purged in this cycle include:

1. Input data files – includes all input files that are older than 90 days.
2. Weekly Output files – includes all output files that are older than 90 days.
3. Daily Output Files – includes all output files that are older than 30 days
4. Unlinked supporting documents – includes all unlinked supporting documents that are older than 90 days.
5. Temporary files – includes all temporary files that are older than 2 months.

## 8 Handling of Supporting Documents

### 8.1 Overview

In SIS, NO paper documents will be allowed as support for a SIS Format Invoice (or transactions within an invoice). The supporting documents will have to be provided in an electronic format.

This section describes how SIS Participants can go about providing Supporting Documents the way it needs to be in SIS.

### 8.2 SIS and Supporting Documents

The Revenue Accounting Manual (RAM) currently defines what supporting information needs to be provided for the different type of interline billing transactions. The current list of supporting information was reviewed by the SIS Working Groups and where ever possible the list has been pruned thus reducing the need to provide Supporting documents.

The Record Structures for providing billing data (IS-XML and IS-WEB) in SIS is very extensive and contains multiple breakdown records to support different billing transactions.

The IS-XML Record Structure contains an "Attachment Indicator – Original" field which needs to be set to "Y" by the billing entity to indicate that the Invoice (or the transaction) has Supporting Documents. However the actual Supporting Documents is not provided within the billing file.

The Supporting documents uploaded in SIS will be linked to the appropriate billing record and will be stored in a Central File Repository. The Central File Repository will store documents for as long as they are needed for operational reasons. **One of the main benefits of the Central File Repository is that the entity rejecting a particular billing will not need to re-upload any received documents (as they would re-attach them today);** since the new rejection memo will reference the old, the supporting documents are also referenced.

The Supporting Documents comes from two main sources:

- 1) Existing paper documents – examples of this type include Paper flight coupons, fee receipts, etc. These documents will have to be image scanned so that it can be used in SIS as a Supporting document.
- 2) Electronic files – examples of this type include Ticket Facsimile generated from the Revenue Accounting system in a text file format, extract of a contract with the billed entity in PDF file format, etc. These electronic files only need to be in the acceptable file format for it to be used in SIS as a Supporting Document.

## 8.3 List of Supporting Documents

Refer to RAM for list of supporting documents required.

## 8.4 File Types

The Supporting Documents to be used in SIS need to be in one of the following neutral file types:

- a) Plain text files (.txt and .csv)
- b) Plain HTML files (.htm and .html) without any embedded hyperlinks or image file references
- c) Rich Text files (.rtf)
- d) Portable Document Format files (.pdf)
- e) JPEG Image files (.jpg or .jpeg)
- f) TIFF Image files (.tif or .tiff)
- g) Microsoft Office Excel files (.xls and .xlsx)

Participants will have an option in the Member Profile for defining additional file types accepted by them.

Supporting documents provided in a file format not defined in the SIS neutral file type list and also not defined in the additional file type list of the participant being billed will be rejected and deleted by SIS.

Note: SIS will only validate the file extension. It will not validate if the file is indeed in the same format as suggested by the file extension.

## 8.5 Linking of Supporting Attachments

The Supporting documents are linked at **Invoice level** in the SIS Database for Miscellaneous and UATP Billings.

### 8.5.1 Manual Linking

There are two ways of manually linking the Supporting Documents to the corresponding billing invoice/transactions

- a) The SIS Participant can upload and link the Supporting Documents at the time of manual capture of the Invoice (or transactions within an Invoice) data on IS-WEB
- b) The SIS Participant can access the Supporting Attachment Management Screen for the relevant Billing Category and upload the Supporting Documents one by one.

### 8.5.2 Automated Linking

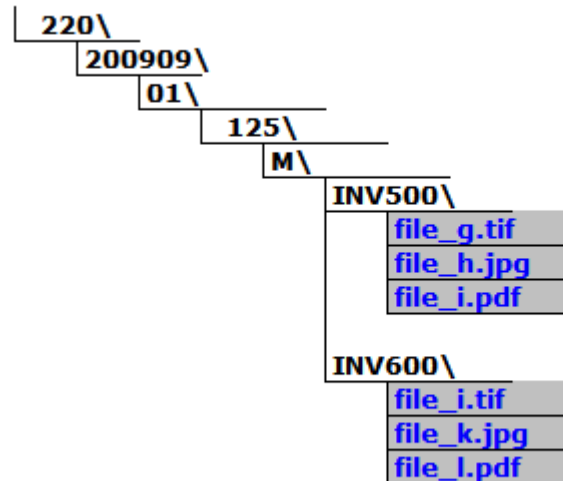
The automated approaches work on the concept of "Batch Keys" to uniquely identify the records to be linked.

- a) In case of Miscellaneous and UATP Billings the Batch Key is made up of
  - Billing Entity Code
  - Clearance Month
  - Clearance Period
  - Billed Entity Code
  - Billing Category
  - Invoice Number

There are two approaches proposed for carrying out Automated Linking of Supporting Documents:

### 8.5.2.1 Folder Based Approach

- a) The billing entity arranges the supporting documents in a folder based structure with the folder names containing the Batch Key information.  
For e.g.: Consider the case of Lufthansa (220) uploading Supporting Documents for 2 Miscellaneous Billing Invoices (INV500 and INV600) raised against British Airways (125) for Sept 2009 Period 1. The Supporting Documents will be arranged as shown below:



- b) Once all Supporting Documents are placed in the appropriate folder, it is zipped along with the folder structure and uploaded on to SIS.  
c) SIS performs a Sanity Check on the Supporting Attachment batch file and deletes all invalid file formats present in the batch file. The billing entity is informed in case any invalid file is deleted.  
d) SIS unzips the batch file and initiates the linking process with the help of the Batch Key information. The Linking processes will select only those invoices which are successfully validated. If a matching billing record is found, SIS will create a link between the billing record and the Supporting Document.  
e) If the Supporting Documents zip file was provided first and the billing records were uploaded later, SIS will trigger the Linking Process for every Invoice when it is successfully validated.

Refer to [Chapter 11 - Section 11.8](#) for further details regarding the Folder naming specifications.

### 8.5.2.2 Index File Based Approach

- a) In this approach, the billing entity provides a batch file containing multiple Supporting Documents along with an index file. The index file can be a comma separated file (.csv) or a structured XML file (.xml) which provides information about the Batch Keys and the corresponding attachment file names. The csv & xml structures are detailed in Section 12.13 and 12.14 respectively.  
b) The index file should be named as "INDEX.CSV" or "INDEX.XML"  
c) The Supporting Attachments along with the index file are zipped and uploaded to SIS.  
d) SIS performs a Sanity Check on the Supporting Attachment batch file and deletes all invalid file formats present in the batch file. It also validates the structure of the index file. The billing entity is informed in case any invalid file is deleted.  
e) SIS unzips the batch file and initiates the linking process with the help of the Batch Key information. The Linking processes will select only those invoices which are successfully validated. If a matching billing record is found, SIS will create a link between the billing record and the Supporting Document.  
f) If the Supporting Documents zip file was provided first and the billing records were uploaded later, SIS will trigger the Linking Process for every Invoice when it is successfully validated.

Refer to [Chapter 11 - Section 11.8](#) for further details regarding the Index naming specifications

### 8.5.2.3 Automated File Upload Exception Handling

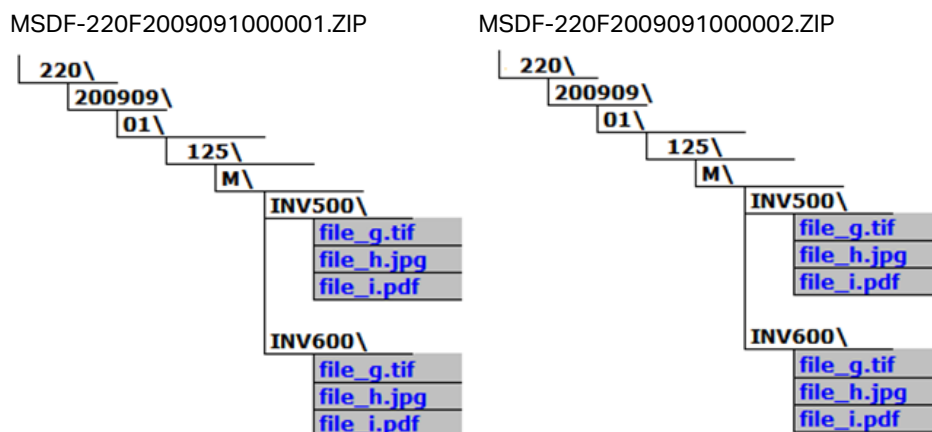
The Billing Entity can upload multiple Zip files containing Supporting Documents to SIS. The upload can be done using secure FTP or over IS-WEB. The Zip files will have to follow a specific file naming convention as described in [Chapter 11 - Section 11.1.2](#). If multiple Zip files having the same file name are uploaded in SIS, only the first Zip file will be processed, the remaining Zip files will be rejected by SIS.

If two Supporting Attachment Zip files are uploaded with different Zip file names but containing the same set of Supporting Documents, the following will happen:

- The first Zip file will pass validation and the Supporting Documents within the Zip file will be extracted and kept in the Central File Repository.
- The second Zip file will pass the Duplicate file name check. However, since the Batch Key information contained in the Second Zip file points to Supporting Documents which already exist in the Central File Repository (matching done by Batch Key and Supporting Document File name), SIS will consider these Supporting Documents to be duplicate. Such duplicate Supporting Documents will be deleted by SIS.

For example: Consider the two Supporting Attachment Zip files following the Folder based indexing approach as shown below:

Here the first file MSDF-220F2009091000001.ZIP will be successfully processed and the 6 Supporting Documents will be extracted and stored in the SIS Central File Repository. However when the second file MSDF-220F2009091000002.ZIP is processed, SIS will detect that "file\_g.tif" already exists in the Central File Repository for the Batch Key *220I200909101I125IM/INV500* and will treat it to be a Duplicate file and will delete the same. Similar treatment will be given to the remaining Supporting Documents in the 2<sup>nd</sup> Zip file.



Note: If the file names of the Supporting Documents in Zip 2 (e.g. file\_g.tif) were different (e.g. file\_1.tif) but had the same content as was provided in Zip 1, SIS will not be able trap this error. Such files will be treated as valid Supporting Attachment and will be processed further and linked to the Billing Record by SIS.

The Supporting Document files rejected by SIS because of file extension error can be resubmitted to SIS in a new Zip file with the correct extension.

## 8.6 Supporting Attachments Linking Deadline

The Supporting Documents can be linked to the billing records even after the billing period closure but not after "Supporting Attachments Linking Deadline" as defined in the SIS Calendar. After this deadline, SIS will not allow any new linking of Supporting Documents for that billing period nor will it allow any modifications to be made to previously linked Billing Records or Supporting Documents.

Post this deadline, SIS triggers a process which updates the "Attachment Indicator – Validated" field in the billing records to "Y" or "N" depending on the status of linking. It also updates the field "Number of Attachments" with the count of number of actual Supporting Documents linked to the billing record. These two fields are reported in the output billing file.

## **8.7 Accessing Supporting Documents**

The Supporting Documents uploaded by the Billing Entities are stored in the Central File Repository of SIS. The Billed Entity (as well as Billing Entity) can access the Supporting Documents through the IS-WEB. The Billing Entity can filter the transactions with missing supporting documents over the IS-WEB and manually upload and link the supporting documents.

By configuring the Member Profile, the Billed Entity can request for a batch file to be created and made available every billing period for each Billing Category containing all Supporting Documents uploaded for the Invoices billed in that period.

## **8.8 Minimum Resolution for Scanning**

The following guidelines are proposed for scanning to get acceptable quality images with minimal file size:

- a) Minimum resolution recommended for scanning documents in TIFF format is 200 DPI.
  - b) Minimum resolution recommended for scanning documents in JPEG format is 100 DPI.
- Documents scanned with the above specifications normally have a file size of around 60 – 100 kb.

The maximum size for a single Supporting attachment file is set to 25 MB. Files greater than this size will be considered as invalid by SIS and will be deleted. The Billing Entity will, however, be charged for uploading the file as per the rates provided in the Airline Business Case document.

Note: It is the Billing Entity's responsibility to ensure that the scanned images provided as Supporting Documents are of acceptable quality and human readable.

## **8.9 Credit Card Information in Supporting Documents**

It is the Billing Entity's responsibility to ensure that no credit card information is passed to SIS through the Supporting Documents. All such Credit Card information should be stripped or masked at the Billing Entity's end before sending the files to SIS.

## 9 Member Profile

### 9.1 Overview

SIS includes a centralized functionality called Member Profile that enables Participants to

- a) Create and Manage Users of SIS
- b) Configure the various processes within SIS
- c) Set default values to be used at the time of processing
- d) Set up Third Party preferences, such as parameters applicable to ACH, ICH, A&A

The Member Profile can be accessed via IS-WEB.

### 9.2 Users and Permissions

The Member Profile allows participants to create and manage the SIS users existing under the account. As part of the initial setup, SIS Operations Team will create one Super User account for every member. This Super User will have the right to create other User accounts and assign permissions. There is no limitation on the number of users that can be created under an account. The full management of regular users is solely at the responsibility of the super user (or any other user with the necessary permissions).

SIS allows users to access multiple accounts using the same email ID. The feature is optional and can be activated by the SIS Operations team only. Please contact us via the [IATA Customer Portal](#) for more details.

SIS enables access segregation, allowing the option to grant users access to certain functionality only, to a certain billing category only, to a single Location ID or to multiple Location IDs. For audit trail purposes, SIS does not allow deletion of existing users. Existing users that are no longer working for the company or no longer require access to SIS can be deactivated and archived. Archived users will no longer be able to access SIS and will be removed from search criteria fields pertaining to users which are auto-complete fields or dropdowns in IS-WEB. Additionally, for security reasons SIS will automatically deactivate users that have not accessed their accounts for long periods of time (i.e. 18 months). To facilitate the user management, a report is made available which includes the user details, location associations, user permissions etc. Following the changes in the EU GDPR legislation with regards to the storage of personal data, a new process implemented with Release 1.15 in November 2019 will automatically invalidate and delete details of users who have been deactivated for over two years. For audit trail purposes, the User ID will be maintained against historical transactions associated to deleted users.

A set of default Permissions would be provided to each Participant which can be associated with the individual User accounts. SIS will also provide a set of default permission templates based on the functional roles of each user. For e.g. In case of Miscellaneous Billings, there will be two default permission templates defined by SIS; Misc Normal User, Misc Super User.

The Super User of the Participant will have the right to modify the mapping of the functionalities of the default Permission Templates as well as create new Permission Templates using customized mappings of the functionalities.

### 9.3 Contacts

Contacts are the designated Users of the Participant who are responsible for a particular function. For e.g.: Miscellaneous *IS-Validation Contact* will get the alerts and emails generated by SIS with regards to the SIS Validation Process for Miscellaneous data. There are a number of such Contacts that need to be defined in the Member Profile. An exhaustive list is provided in the next section.

A single User can be assigned to a number of Contact positions. Alternatively, multiple Users can be defined as a Contact for a particular position.

Contact information of other Participants can be searched in IS-WEB, using the Member/Contact Report or the Reference Data files generated after each billing period.

## 9.4 Profile Elements

The Member Profile Elements are logically grouped into different functional areas. The following section provides an exhaustive list of Profile Elements which are currently defined.

Note: The list of Profile Elements is not final and can change subsequently.

### 9.4.1 Member Details

The Member Details section provides the general information about the Participant

| Section               | Sr. No. | Element                            | Description   |
|-----------------------|---------|------------------------------------|---|
| Member Information    | 1       |                                    | Includes the details of the Member  |
| Member Information    | 1.1     | Member Prefix                      | Numeric code assigned to the member (e.g. 125 in case of British Airways)   |
| Member Information    | 1.2     | Member Designator                  | Alpha code assigned to the member (e.g. AA in case of American Airlines)  |
| Member Information    | 1.3     | Member Legal Name                  | The full legal name. (e.g. "Air Berlin PLC & Co. Luftverkehrs KG (AB)")   |
| Member Information    | 1.4     | Member Commercial Name             | The commonly used company name. (e.g. "Air Berlin")   |
| Member Information    | 1.5     | Logo                               | Image File of Member's logo. The logo needs to be 150 pixels by 50 pixels in dimension and 32 bit color depth. File format supported includes .png, .jpg and .gif<br><br>This logo will be displayed on the IS-WEB screen as well as on the PDF Invoice generated by SIS. |
| Membership Details    | 2       |                                    | Includes the details of the SIS Membership  |
| Membership Details    | 2.1     | SIS Membership Status              | Indicates the SIS Membership Status<br>Can be: Pending, Active, Basic, Restricted, Terminated   |
| Membership Details    | 2.2     | SIS Entry Date                     | Date when the member was activated in SIS   |
| Membership Details    | 2.3     | SIS Termination Date               | Date when the member was Terminated in SIS  |
| Membership Details    | 2.4     | IATA Membership                    | Indicates whether the participant is an IATA Member or not  |
| Membership Details    | 2.3     | ICH Member                         | Derived from Membership Status in the ICH Tab<br>Live = Yes<br>Suspended = Yes<br>Terminated = No<br>Not a member = No  |
| Membership Details    | 2.4     | ACH Member                         | Derived from Membership Status in the ACH Tab<br>Live = Yes<br>Suspended = Yes<br>Terminated = No<br>Not a member = No  |
| Main Location Details | 3       |                                    | Includes the address associated to the Main Location  |
| Main Location Details | 3.1     | Company Registration ID            | The Company Registration ID associated with the Main Location   |
| Main Location Details | 3.2     | Tax/VAT Registration ID            | Tax/VAT Registration ID associated with the Main Location   |
| Main Location Details | 3.3     | Additional Tax/VAT Registration ID | Any additional Tax/VAT Registration ID associated with the Main Location  |
| Main Location Details | 3.4     | Address Line 1                     | Address Details of the Main Location of the Member  |
| Main Location Details | 3.5     | Address Line 2                     | Address Details of the Main Location of the Member  |
| Main Location Details | 3.6     | Address Line 3                     | Address Details of the Main Location of the Member  |
| Main Location Details | 3.7     | City Name                          | City of the Main Location of the Member   |

| Section                               | Sr. No. | Element             | Description  |
|---------------------------------------|---------|---------------------|--|
| Main Location Details                 | 3.8     | Postal Code         | Postal Code of the Main Location of the Member   |
| Main Location Details                 | 3.9     | Country Name        | The Country of the MAIN Location of the Member   |
| Main Location Details                 | 3.10    | Sub-Division Name   | Sub Division of the Main Location of the Member  |
| Bank Details for Bilateral Settlement | 4       |                     | Includes the Bank Details to be displayed on invoices issued with Bilateral Settlement   |
| Bank Details for Bilateral Settlement | 4.1     | Bank Account Name   | Name of the Account Holder   |
| Bank Details for Bilateral Settlement | 4.2     | Bank Account Number | Bank Account Number  |
| Bank Details for Bilateral Settlement | 4.3     | Bank Name           | Name of the Bank   |
| Bank Details for Bilateral Settlement | 4.4     | Branch Code         | Branch of the Bank, if applicable  |
| Bank Details for Bilateral Settlement | 4.5     | Bank Code           | Bank Code, if applicable   |
| Bank Details for Bilateral Settlement | 4.6     | Currency Code       | Currency of the Bank Account   |
| Bank Details for Bilateral Settlement | 4.7     | IBAN                | The International Bank Account Number  |
| Bank Details for Bilateral Settlement | 4.8     | SWIFT               | SWIFT Code   |
| Contacts                              | 5       |                     | Includes Contact Types available to be setup to receive system alerts related to the Member Details.   |
| Contacts                              | 5.1     | Own Profile Updates | This contact will be used for;<br>- sending notifications when a change is initiated/made on any profile element<br>- sending notifications when post dated profile updated become effective |

#### 9.4.2 Location Details

The Location Details section provides the details of the different locations of the Participant. Multiple Location details are provided only if it is needed for Legal Compliance purpose.

| Section  | Sr. No. | Element                                   | Description  |
|--|---------|---|--|
| Search Existing Location                             | 1       | Location ID                               | Unique ID generated by SIS for the Member. The default location will be tagged as "Main", The location used by ATCAN will be tagged as "UATP". The remaining locations will be assigned a numeric id starting from 1 with a maximum value of 9999999                     |
| Location Details                                     | 1.1     | Member Legal Name                         | The full legal name.<br>(e.g. "Air Berlin PLC & Co. Luftverkehrs KG (AB)")   |
| Location Details                                     | 1.2     | Member Commercial Name                    | The commonly used company name. (e.g. "Air Berlin")  |
| Location Details                                     | 1.3     | Company Registration ID                   | Company Registration ID  |
| Location Details                                     | 1.4     | Tax/VAT registration number               | Tax/VAT registration number that is required in the legal invoice  |
| Location Details                                     | 1.5     | Additional Tax/VAT Registration Number    | Additional Tax/VAT registration number that is required in the legal invoice   |
| Location Details                                     | 1.6     | Address Line 1                            | Address Line 1   |
| Location Details                                     | 1.7     | Address Line 2                            | Address Line 2   |
| Location Details                                     | 1.8     | Address Line 3                            | Address Line 3   |
| Location Details                                     | 1.9     | City Name                                 | The city name  |
| Location Details                                     | 1.10    | Location Name                             | The name of the LocationID   |
| Location Details                                     | 1.11    | Postal Code                               | The postal code  |
| Location Details                                     | 1.12    | Country Name                              | The country name   |
| Location Details                                     | 1.13    | Sub Division Name                         | The Sub Division name  |
| Location Details                                     | 1.14    | UATP Location                             | Indicates if the Location is used by ATCAN for UATP transactions   |
| Location Details                                     | 1.15    | Status                                    | Indicates if the Location is Active or Inactive  |
| General  | 1.16    | General Terms Document                    | The name of General Terms Document uploaded for the location   |
| Miscellaneous Output Files Specific to this Location | 2       |   | Indicates whether the system should create separate output files for this Location ID  |
| Files Specific to this Location Required:            | 2.1     | Files Specific to this Location Required: | Select One:<br><i>Yes</i><br><i>No</i>   |
| Files Specific to this Location Required:            | 2.2     | iiNet Account ID for this Location:       | Indicate the iiNET Account to which Output Files for this Location ID should be sent.<br><br><i>If files specific to this Location are required and an iiNet Account ID is not defined, they will be delivered to the Main Miscellaneous iiNet Account (if defined).</i> |
| Tax Reporting Location Details                       | 3       |   | Indicate whether tax reporting is required a specific Location ID,   |

| Section                               | Sr. No. | Element                     | Description   |
|---------------------------------------|---------|-----------------------------|---|
| Tax Reporting Location Details        | 3.1     | Tax Reporting Location      | Indicate whether tax reporting is required for this Location ID.<br><br>Select One:<br><i>Yes</i><br><i>No</i>  |
| Tax Reporting Location Details        | 3.2     | Tax Authority API Details   | Indicates the credentials used to transmit tax reporting data to the Tax Authority, if applicable (user name, password, replacement key, signature key) |
| Tax Reporting Location Details        | 3.3     | Tax Reporting XML Required: | Indicate whether a tax reporting XML file should be generated.<br><br>Select One:<br><i>Yes</i><br><i>No</i>  |
| Invoice Footer                        | 4       |                             | The text required to be displayed on Invoice for legal reasons. Overrides the member-wide Legal Text. Text supplied on the invoice will override this.  |
| Bank Details for Bilateral Settlement | 5       |                             | Includes the Bank Details to be displayed on invoices issued with Bilateral Settlement  |
| Bank Details for Bilateral Settlement | 5.1     | Bank Account Name           | Name of the Account Holder  |
| Bank Details for Bilateral Settlement | 5.2     | Bank Account Number         | Bank Account Number   |
| Bank Details for Bilateral Settlement | 5.3     | Bank Name                   | Name of the Bank  |
| Bank Details for Bilateral Settlement | 5.4     | Branch Code                 | Branch of the Bank, if applicable   |
| Bank Details for Bilateral Settlement | 5.5     | Bank Code                   | Bank Code, if applicable  |
| Bank Details for Bilateral Settlement | 5.6     | Currency Code               | Currency of the Bank Account  |
| Bank Details for Bilateral Settlement | 5.7     | IBAN                        | The International Bank Account Number   |
| Bank Details for Bilateral Settlement | 5.8     | SWIFT                       | SWIFT Code  |

### 9.4.3 Contacts

The contact section provides the details of the different users of the Participant who are nominated as a Contact for some specific activity.

| Section                  | Sr. No. | Element           | Description  |
|--------------------------|---------|-------------------|--|
| Search Existing Contacts | 1       |                   | Search existing contacts using the search criteria available: First Name, Last Name, Email ID, Staff ID.                                 |
| Add New Contact          | 2       |                   |  |
| Add New Contact          | 2.1     | Email Address     | Email address  |
| Add New Contact          | 2.2     | Salutation        | Salutation : Mr, Mrs, Ms   |
| Add New Contact          | 2.3     | First Name        | First Name of contact  |
| Add New Contact          | 2.4     | Last Name         | Last Name of contact   |
| Add New Contact          | 2.5     | Staff ID          | Staff ID of the contact. This is the internal ID of the contact that is maintained in the Member's system. For e.g. Employee Number etc. |
| Add New Contact          | 2.6     | Position / Title  | Position / Title of the contact  |
| Add New Contact          | 2.7     | Division          | Division in the Member's Organization where the Contact belong   |
| Add New Contact          | 2.8     | Department        | Department in the Member's Organization where the Contact belong   |
| Add New Contact          | 2.9     | Location Id       | ID of the location in which the particular contact is located  |
| Add New Contact          | 2.10    | Address Line 1    | Address line 1   |
| Add New Contact          | 2.11    | Address Line 2    | Address Line 2   |
| Add New Contact          | 2.12    | Address Line 3    | Address Line 3   |
| Add New Contact          | 2.13    | City Name         | City Name  |
| Add New Contact          | 2.14    | Postal Code       | Postal Code  |
| Add New Contact          | 2.15    | Country Name      | The country name   |
| Add New Contact          | 2.16    | Sub Division Name | Sub Division Name  |
| Add New Contact          | 2.17    | Contact Status    | Indicates if the contact is presently active<br><i>Valid values:</i><br><i>Active</i><br><i>Inactive</i>                                 |
| Add New Contact          | 2.18    | Phone Number 1    | Phone Number 1   |
| Add New Contact          | 2.19    | Phone Number 2    | Phone Number 2   |
| Add New Contact          | 2.20    | Mobile Number     | Mobile Number  |
| Add New Contact          | 2.21    | Fax Number        | Fax Number   |
| Add New Contact          | 2.22    | SITA Address      | The SITA Address (Teletype – Pre designated Point)   |
| Info Contacts            | 3       |                   | Info Contacts are contacts setup for information only, and are shared to all SIS Members.  |
| Info Contacts            | 3.1     | Voted Members     | IBSOPS Chairman<br>IBSOPS Vice Chairman<br>SIS SG Chairman   |

| Section       | Sr. No. | Element                          | Description   |
|---------------|---------|----------------------------------|---|
|               |         |                                  | SIS SG Steering Group Member<br>IBSOPS Working Group Member<br>SIS SG Vice Chairman   |
| Info Contacts | 3.4     | Billing Category Specific – MISC | MISC General<br>MISC Manager<br>MISC Interline Billing<br>MISC Head of Department<br>MISC RA Manager<br>MISC - Bilateral Payment Overdue      |
| Info Contacts | 3.5     | Billing Category Specific – UATP | UATP General<br>UATP Manager<br>UATP Interline Billing<br>UATP Head of Department<br>UATP RA Manager  |
| Info Contacts | 3.6     | Clearing House Related – ICH     | ICH Advice Contact<br>ICH Claim Confirmation Contact<br>ICH Clearance Initialization Contact<br>ICH Financial Contact<br>ICH Circular Contact |
| Info Contacts | 3.7     | Clearing House Related – ACH     | ACH Advice Contact<br>ACH Claim Confirmation Contact<br>ACH Clearance Initialization Contact<br>ACH Financial Contact                         |

#### 9.4.4 E-billing Details

The E-billing Details section provides the details related to legal services and compliances.

| Section                                  | Sr. No. | Element   | Description  |
|--|---------|---|--|
| Legal Services                           | 1       |   | Indicates whether Digital Signature services are enabled or not  |
| Legal Services                           | 1.1     | Digital Signature Application Service             | Indicates whether digital signature is needed for Invoices. The setting is overridden by the flag on the invoice at the time of submission.<br><br><i>Select one:</i><br>Yes<br>No                       |
| Legal Services                           | 1.2     | Digital Signature Verification Service:           | Indicates whether digital signature verification is needed for Invoices.<br><br><i>Select one:</i><br>Yes<br>No  |
| Legal Services                           | 1.3     | Receivable Invoices DS to be applied for          | List of countries for which Digital Signature should be applied, when the Participant is the Billing Entity.   |
| Legal Services                           | 1.4     | Payable invoices DS to be applied for             | List of countries for which Digital Signature should be applied, when the Participant is the Billed Entity.  |
| Manage General Terms Documents           | 2       | Upload General Terms Document                     | Indicates if member wants to upload a 'General Terms Document' per its location ID that will be sent to billed member along with the Invoice   |
| Default Invoice Footer Text              | 3       |   | The text required to be displayed on Invoice for legal reasons. Is overridden by a location or text supplied on the invoice.   |
| Legal Archiving                          | 4       |   | Specifies if the member has opted for Legal Archiving services   |
| Legal Archiving                          | 4.1     | Legal Archiving Needed for Payables               | Indicates if the member requests the Digitally Signed INWARD (payable) invoices to be legally archived, and for which billing categories   |
| Legal Archiving                          | 4.2     | Legal Archiving Needed for Receivables            | Indicates if the member requests the Digitally Signed OUTWARD (receivable) invoices to be legally archived, and for which billing categories   |
| Legal Archiving                          | 4.3     | Include Listings in Archives for Payables         | Indicates if the member requests the listings of INWARD (payable) invoices to be legally archived, and for which billing categories  |
| Legal Archiving                          | 4.4     | Include Listings in Archives for Receivables      | Indicates if the member requests the listings of OUTWARD (receivable) invoices to be legally archived, and for which billing categories  |
| Legal Archiving                          | 4.5     | Legal Archiving Required for Pro-forma Invoices'  | Indicates if the member requests the Proforma Invoices to be legally Archived.   |
| Legal Archiving                          | 4.6     | MISC Receivables Archiving Required for Locations | Indicates if the member requests the Digitally Signed OUTWARD (receivable) Miscellaneous invoices for a specific Location ID to be legally archived  |
| Legal Archiving                          | 4.7     | MISC Payables Archiving Required for Locations    | Indicates if the member requests the Digitally Signed INWARD (payable) Miscellaneous invoices for a specific Location ID to be legally archived  |
| User Identification in Data Changes Logs | 5       | Hide User Names In Audit Trails                   | Indicates if the usernames are to be included in audit trail reports (such as the profile audit trail and the billing audit trail). This can be turned off to ensure compliance with local privacy laws. |
| Receipt of Files in iiNET Accounts       | 6       |   | Indicates whether member wants to receive Reference Data Files in their iiNET account (Change Information for Reference Data Updates, Complete Reference Data, Complete Contacts Data)                   |
| Contacts                                 | 7       | Reference Data Updates                            | This contact will receive a notification should reference fields of any other SIS participant change (used for members who maintain their own reference data tables)                                     |

#### 9.4.5 Miscellaneous Details

The Miscellaneous Details section provides the details related to Miscellaneous billing preferences.

| Section                           | Sr. No. | Element  | Description  |
|-----------------------------------|---------|--|--|
| Validations                       | 1       |  |  |
| Validations                       | 1.1     | Rejection on Validation Failure                    | Indicates if the entire file or Individual Invoices in Error are to be rejected in case of validation errors<br><i>Select One:</i><br><i>Reject File in Error</i><br><i>Reject Invoice in Error</i>  |
| Validations                       | 1.2     | Allow Resubmission of Failed Invoices              | Indicates if the Member allows the submission of an Invoice/Credit Note with the same Invoice number if the earlier submitted Invoice/Credit Note exists in SIS with status 'Error Non-Correctable'.   |
| Online Correction Allowed         | 2       | Online Correction Allowed                          | Indicates whether the entity wants to have the option to correct files online, via IS-WEB (correctable error only)   |
| Supporting Documents              | 3       | Additional File Types Accepted                     | Semi colon separated list of file types in which supporting documents can be submitted to SIS in the MISC category   |
| Future Billings Submissions       | 4       | Future Billings Submissions                        | Indicates whether the entity wants to send files for Future Submission   |
| Output Files                      | 5       |  |  |
| Output Files                      | 5.1     | Billed Invoices                                    | Indicates whether Output files should be generated for billed (payable) invoices.<br><i>Select One:</i><br><i>Yes</i><br><i>No</i>   |
| Output Files                      | 5.2     | Billing Invoices Submitted on behalf of the Member | Indicates if the member requires a copy of the invoice files submitted on its behalf to SIS.   |
| Output Files                      | 5.3     | Daily IS-XML files for Receivables IS-WEB Invoices | Indicates if the member requires an XML version of the invoices manually captured in IS-WEB.   |
| Output Files                      | 5.4     | Daily Payment Updates for Receivables Invoices     | Indicates if the member requires Daily Payment Status updates as per Billing Member  |
| Output Files                      | 5.5     | Daily Payment Updates for Payables Invoices        | Indicates if the member requires Daily Payment Status updates as per Billed Member   |
| Output Files                      | 5.6     | MISC Document Packages                             | Indicates if member would like to pass on to another SIS Member as part of a Package, using the SIS infrastructure. The package will contain individual documents in different formats (file extensions) that should be acceptable to the Receiving Member |
| CSV listings                      | 6       |  |  |
| CSV listing                       | 6.1     | CSV listing required as a Billing Entity           | Indicates that CSV listing is required for receivable invoices   |
| CSV listing                       | 6.2     | CSV listing required as a Billed Entity            | Indicates that CSV listing is required for payable invoices  |
| Daily Payables Bilateral Invoices | 7       |  |  |
| Daily Payables Bilateral Invoices | 7.1     | Daily Delivery in IS-WEB                           | Indicates if the member requires daily delivery of Miscellaneous bilateral payable invoices in IS-WEB  |

| Section   | Sr. No. | Element   | Description   |
|---|---------|---|---|
| Daily Payables<br>Bilateral Invoices  | 7.2     | Daily Offline<br>Archive Outputs                                  | Indicates if the member requires a daily Offline Archive (OAR) for Miscellaneous bilateral payable invoices   |
| Daily Payables<br>Bilateral Invoices  | 7.3     | Daily IS-XML Files  | Indicates if the member requires daily Miscellaneous bilateral payable invoices in IS-XML format  |
| Offline Archive<br>Outputs  | 8       |   | Indicates whether Offline Archive Files (OARs) should be generated after every billing period and which files should be included.   |
| Offline Archive<br>Outputs  | 8.1     | Offline Archive<br>Outputs as a<br>Billed Entity                  | This indicates the different files that need to be included in the download when the member is the billed entity. This will provide an option to include: Invoice PDF, Details Listings, Supporting Documents , Digital Signature and Other legal files.  |
| Offline Archive<br>Outputs  | 8.2     | Offline Archive<br>Outputs as a<br>Billing Entity                 | This indicates the different files that need to be included in the download when the member is the billing entity. This will provide an option to include: Invoice PDF, Details Listings, Digital Signature and Other Legal files   |
| Validation on<br>Acceptable Delay<br>for Payables<br>Bilateral Invoices           | 9       |   |   |
| Validation on<br>Acceptable Delay<br>for Payables<br>Bilateral Invoices           | 9.1     | Enable  | If the check box is selected, the system will validate the number of days between the System Processing Date (date when the invoice is submitted) and the Invoice Date.   |
| Validation on<br>Acceptable Delay<br>for Payables<br>Bilateral Invoices           | 9.2     | Manage<br>Acceptable<br>Delays                                    | This allows participants to define:<br>(i) The Acceptable Delay per Billing Member<br>(ii) A Generic Acceptable Delay which will apply for all other Billing Members<br>In the absence of Generic or Billing Member specific records, SIS will be considered as the Acceptable Delay if this validation is enabled. |
| Location Specific<br>Output Files   | 10      | Receive Copy of<br>Location Specific<br>Files at Location<br>Main | This indicates if the member requires a copy of any Location Specific Output Files to be delivered at the iiNET code associated with the Main Location ID.  |
| Default Location<br>for MISC<br>Payables Original<br>Invoices and<br>Credit Notes | 11      |   | This indicates a default Location for MISC Payables Original Invoices and Credit Notes  |
| Default Location<br>for MISC<br>Payables Original<br>Invoices and<br>Credit Notes | 11.1    | Billing Member<br>Specific Default<br>Location                    | This allows participants to define default Location IDs for MISC Payable Original Invoices and Credit Notes per Billing Member.   |
| Payment<br>Overdue Auto<br>Remiders   | 12      | Number of Alerts  | This indicates if the Member wishes to send payment overdue reminders to Billed Members whose invoices are marked as Payment Overdue. The Member can choose the number of reminders to be sent, with reminders being sent every 30 days.  |
| Certification and<br>Migration Details  | 13      |   | Indicates the certification and migration status for all transaction types and submission methods available.  |
| Certification and<br>Migration Details  | 13.1    | Certification<br>Status   | Migration status for IS-XML file submission<br><i>Select One:</i><br><i>Not Migrated</i><br><i>Under Testing</i><br><i>Certified</i>  |

| Section                             | Sr. No. | Element   | Description   |
|-------------------------------------|---------|---|---|
| Certification and Migration Details | 13.2    | Certified On?                                   | Calendar Date - YYYY-MMM-DD<br>Where<br>DD- Date<br>Mon- Month<br>YYYY- Year  |
| Certification and Migration Details | 13.3    | Migration Period                                | Migrated from - YYYY-MMM-PP<br>Where<br>PP- Period<br>Mon- Month<br>YYYY- Year  |
| Contacts                            | 14      |   | Includes processing contacts for Miscellaneous Billing Category.  |
| Contacts                            | 14.1    | MISC File Receipt Contact                       | This contact will be notified regarding receipt of Files  |
| Contacts                            | 14.2    | MISC Daily IS-WEB Bilateral Delivery Contact    | This contact will be notified regarding the availability of Miscellaneous bilateral invoices in IS-WEB (delivered daily)  |
| Contacts                            | 14.3    | MISC Output Available Contact                   | This contact will be notified regarding availability of an Offline Archive (OAR) and/or Payable Invoices in IS-XML format   |
| Contacts                            | 14.4    | MISC Receivables Payment Status Updates Contact | This contact will be notified regarding receipt of payment updates for receivable invoices  |
| Contacts                            | 14.5    | MISC Payables Payment Status Updates Contact    | This contact will be notified regarding receipt of payment updates for payable invoices   |
| Contacts                            | 14.6    | MISC MDP Delivery Contact                       | This contact will be notified regarding receipt of 'MISC Document Packages'   |
| Contacts                            | 14.7    | MISC Validation Error Contact                   | This contact will be notified regarding Validation Errors, along with the Validation report attached.   |
| Contacts                            | 14.8    | MISC Open Invoices Contact                      | This contact will be notified 24 hrs before the clearance period closure regarding Open Invoices in the system. A list of Open Invoices will be attached along with the notification email.   |
| Contacts                            | 14.9    | MISC Correspondence Contact                     | This contact will receive notifications<br>1) On Receipt of a New Correspondence<br>2) 72 hours before expiry of a Received Correspondence<br>3) 72 hours before expiry of a Saved Correspondence<br>4) For any "Received" Correspondence in the system which has the Authority to Bill flag 'On' and a Billing Memo has not yet been raised 72 hours prior to the expiry for this Correspondence.<br>5) For any "Expired" Correspondence in the system for which a Billing Memo has not yet been raised 72 hours prior to the expiry of the time limit (initiating member only). |
| Contacts                            | 14.10   | MISC Correspondence expiry Contact              | This contact will receive notifications<br>1) 72 hours before expiry of a Received Correspondence<br>2) 72 hours before expiry of a Saved Correspondence<br>3) For any "Received" Correspondence in the system which has the Authority to Bill flag 'On' and a Billing Memo has not yet been raised 72 hours prior to the expiry for this Correspondence<br>4) For any "Expired" Correspondence in the system for which a Billing Memo has not yet been raised 72   |

| Section  | Sr. No. | Element                            | Description  |
|----------|---------|------------------------------------|--|
|          |         |                                    | hours prior to the expiry of the time limit (initiating member only).                                  |
| Contacts | 14.11   | MISC Tax Related Contact           | This contact will receive notification related to Tax reporting.                                       |
| Contacts | 14.12   | MISC Dispute Contact               | This contact will receive notification once the Validation Report is available for a 'Dispute Package' |
| Contacts | 14.13   | MISC Correspondence Report Contact | This contact will receive notification once the monthly Correspondence Aging report is generated.      |

#### 9.4.6 UATP Details

The UATP Details section provides the details related to UATP billing preferences.

| Section                             | Sr. No. | Element  | Description  |
|-------------------------------------|---------|--|--|
| Validations                         | 1       |  |  |
| Validations                         | 1.1     | Rejection on Validation Failure                    | Indicates if the Entire File or Individual Invoices in Error are to be rejected in case of validation errors<br><i>Select One:</i><br><i>Reject File in Error</i><br><i>Reject Invoice in Error</i>  |
| Validations                         | 1.2     | Allow Resubmission of Failed Invoices              | Indicates if the Member allows the submission of an Invoice/Credit Note with the same Invoice number if the earlier submitted Invoice/Credit Note exists in SIS with status 'Error Non-Correctable'.   |
| Online Correction Allowed           | 2       | Online Correction Allowed                          | Indicates whether the entity wants to have the option to correct files online, via IS-WEB (correctable error only)   |
| Supporting Documents                | 3       | Additional File Types Accepted                     | Indicates Allowed file types for supporting documents .<br>Semi colon separated list of file types in which supporting documents can be submitted to SIS in the UATP category  |
| Legal Services                      | 4       | Ignore UATP Invoices from DS Process               | <i>Select One:</i><br><i>Yes</i><br><i>No</i>  |
| Output Files                        | 5       |  | Indicates whether Output files should be generated for billed (payable) invoices.  |
| Output Files                        | 5.1     | Billed Invoices                                    | <i>Select One:</i><br><i>Yes</i><br><i>No</i>  |
| Output Files                        | 5.2     | Billing Invoices Submitted on behalf of the Member | Indicates if the member requires a copy of the invoice files submitted on its behalf to SIS.   |
| Offline Archive Outputs             | 6       |  | Indicates whether Offline Archive Files (OARs) should be generated after every billing period and which files should be included.  |
| Offline Archive Outputs             | 6.1     | Outputs as a Billed Entity                         | This indicates the different files that need to be included in the download when the member is the billed entity. This will provide an option to include: Invoice PDF, Details Listings, Digital Signature and Other legal files, Supporting Documents |
| Offline Archive Outputs             | 6.2     | Outputs as a Billing Entity                        | This indicates the different files that need to be included in the download when the member is the billing entity. This will provide an option to include: Invoice PDF, Details Listings, Digital Signature and Other Legal files                      |
| Certification and Migration Details | 7       |  | Indicates the certification and migration status for all transaction types and submission methods available.   |
| Certification and Migration Details | 7.1     | Certification Status                               | Migration status for IS-XML file submission<br><i>Available Values:</i><br><i>Not Migrated</i><br><i>Under Testing</i><br><i>Certified</i>   |
| Certification and Migration Details | 7.2     | Certified On                                       | Certified on - DD-MON-YYYY<br>Where<br><i>DD- Date</i><br><i>MMM- Month</i><br><i>YYYY- Year</i>   |
| Certification and Migration Details | 7.3     | Migration Period                                   | Migrated from - PP-MON-YYYY<br>Where<br><i>PP- Clearance Period</i>  |

| Section  | Sr. No. | Element                            | Description   |
|----------|---------|------------------------------------|---|
|          |         |                                    | MMM- Month<br>YYYY- Year  |
| Contacts | 8       |                                    | Includes processing contacts for UATP Billing Category.   |
| Contacts | 8.1     | UATP File Receipt Contact          | This contact will be notified regarding receipt of Files.   |
| Contacts | 8.2     | UATP Output Available Contact      | This contact will be notified regarding availability of Payable Invoices in IS-XML or IS-WEB  |
| Contacts | 8.3     | UATP Validation Error Contact      | This contact will be notified regarding:<br>1) On Validation Error along with the Validation report attached.   |
| Contacts | 8.4     | UATP Open Invoices Contact         | This contact will be notified 24 hrs before the clearance period closure regarding Open Invoices in the system. A list of Open Invoices will be attached along with the notification email.   |
| Contacts | 8.5     | UATP ATCAN Statements Contacts     | This contact will be notified at the end of every period that UATP ATCAN Statement in csv format available for download   |
| Contacts | 8.6     | UATP Correspondence Contact        | This contact will receive notifications<br>1) On Receipt of a New Correspondence<br>2) 72 hours before expiry of a Received Correspondence<br>3) 72 hours before expiry of a Saved Correspondence<br>4) For any "Received" Correspondence in the system which has the Authority to Bill flag 'On' and a Billing Memo has not yet been raised 72 hours prior to the expiry for this Correspondence.<br>5) For any "Expired" Correspondence in the system for which a Billing Memo has not yet been raised 72 hours prior to the expiry of the time limit (initiating member only). |
| Contacts | 8.7     | UATP Correspondence Expiry Contact | This contact will receive notifications<br>1) 72 hours before expiry of a Received Correspondence<br>2) 72 hours before expiry of a Saved Correspondence<br>3) For any "Received" Correspondence in the system which has the Authority to Bill flag 'On' and a Billing Memo has not yet been raised 72 hours prior to the expiry for this Correspondence.<br>4) For any "Expired" Correspondence in the system for which a Billing Memo has not yet been raised 72 hours prior to the expiry of the time limit (initiating member only).  |

#### 9.4.7 ICH Details

The ICH Details section provides the details related to settlement through ICH.

| Section        | Sr. No. | Element  | Description  |
|----------------|---------|--|--|
| Member Details | 1       |  | Details of the ICH membership  |
| Member Details | 1.2     | ICH Membership Status  | Defines ICH membership status<br><i>Select One:</i><br><i>Not a member</i><br><i>Live</i><br><i>Suspended</i><br><i>Terminated</i>   |
| Member Details | 1.3     | Entry Date   | Entry date into the ICH  |
| Member Details | 1.4     | Termination Date   | Termination date, should the member be terminated  |
| Member Details | 1.5     | Suspension Period From   | Defines from what period the Member is suspended   |
| Member Details | 1.6     | Suspension Defaulting Period From  | Defines from what period the Member is in default of payment (reason for suspension decision)  |
| Member Details | 1.7     | Reinstatement Period (From)  | Defines from what period the Member is reinstated after a suspension   |
| Member Details | 1.8     | Zone   | Defines ICH Zone of the Participant; used for validation of Clearance Currency.  |
| Member Details | 1.9     | Category   | ICH member category<br><i>Select one:</i><br><i>Airline Member / ACH</i><br><i>Airline Member / ACH / Subsidiary</i><br><i>Airline Member / IATA</i><br><i>Airline Member / Non –IATA</i><br><i>Airline Member / Sponsored / IATA</i><br><i>Airline Member / Sponsored / Non- IATA</i><br><i>Associate Member / Non-strategic</i><br><i>Associate Member / Other</i><br><i>Associate Member / Sponsored</i><br><i>Associate Member / Strategic</i><br><i>Associate Member / Subsidiary</i> |
| Member Details | 1.10    | Early Call Day   | Whether member is required to adhere to Early Call Day   |
| Member Details | 1.11    | ICH iiNet Account ID   | The ICH iiNet account of the Member  |
| Aggregator     | 2       |  | Indicates details of Aggregator or Aggregated Members, if applicable   |
| Aggregator     | 2.1     | Aggregator   | Indicates whether the participant is an Aggregator   |
| Aggregator     | 2.2     | List of Aggregated Members   | List of aggregated members   |
| Aggregator     | 2.3     | Aggregated By  | Indicates the details of the Aggregator, if applicable   |
| Aggregator     | 2.4     | Aggregated Type  | Aggregated Type  |
| Sponsor        | 3       |  | Indicates the details of the Sponsorship, if applicable  |
| Sponsor        | 3.1     | List of Sponsored Members  | List of all sponsored members by the Sponsoring entity.  |
| Sponsor        | 3.2     | Sponsored By   | Indicates the details of the Sponsor, if applicable.   |
| Migration      | 4       | F12 Submission Permitted For The Following Billing Categories For The Member | Indicates F12 Submission Permitted For The Following Billing Categories For The Member: <ul style="list-style-type: none"> <li>• Passenger</li> <li>• Cargo</li> <li>• Miscellaneous</li> <li>• UATP</li> </ul>  |
| Contacts       | 5       |  | Includes all contacts available to be setup to receive notifications related to ICH.   |
| Contacts       | 5.1     | ICH Primary Contact  | This is the main point of contact to the member for ICH matters.<br>This contact will receive notifications for: <ul style="list-style-type: none"> <li>- Late Submissions</li> <li>- Double Submissions</li> <li>- Attempt to Settle with a Suspended Member</li> </ul>   |

#### 9.4.8 ACH Details

The ACH Details section provides the details related to settlement through ACH.

| Section                                    | Sr. No. | Element  | Description  |
|--|---------|--|--|
| Member Details                             | 1       |  | Details of the ACH membership  |
| Member Details                             | 1.1     | ACH Membership Status                              | Defines ACH membership status<br><i>Select One: Not a member, Live, Suspended, Terminated</i>                                |
| Member Details                             | 1.2     | Entry Date   | Entry date into the ICH  |
| Member Details                             | 1.3     | Termination Date                                   | Termination date, should the member be terminated  |
| Member Details                             | 1.4     | Suspension Set From Period                         | Defines from what period the Member is suspended   |
| Member Details                             | 1.5     | Suspension Applicable From Period                  | Defines from what period the Member is in default of payment (reason for suspension decision)                                |
| Member Details                             | 1.6     | Reinstatement Period (From)                        | Defines from what period the Member is reinstated after a suspension   |
| Member Details                             | 1.7     | Category   | ACH member category<br><i>Select One:</i><br><i>ACH Members</i><br><i>Associate</i><br><i>Airline-Related Participants</i>   |
| ACH clearance Invoice Submission Pattern   | 2       |  | Defines the periods in which invoices can be submitted for ACH clearance   |
| Inter clearance Invoice Submission Pattern | 3       |  | Defines the periods in which invoices can be submitted for Inter clearance.  |
| Exceptions                                 | 4       | Settlement Via ICH For Dual Clearing House Members | Indicates which Dual customers (participants of both Clearing Houses) can settle transactions via the ICH instead of ACH.    |
| Contacts                                   | 5       | ACH Primary Contact                                | The Primary ACH Contact will receive notifications for:<br>- Late Submissions<br>- Attempt to Settle with a Suspended Member |

## 11 Record Structures and Interfacing details

### 11.1 Interfacing Process

#### 11.1.1 Transfer Methodology

IS-XML, Usage and Supporting Document files for Miscellaneous and UATP billings can be uploaded by participants either via **iiNET** or **IS-WEB**.

SIS allows participants to select and upload multiple files using IS-WEB (maximum 50 files at a time). All the validations on uploading of a single file are performed on each file selected for upload to SIS (e.g. file naming convention validation, duplicated file name check, etc.). Also the total size of all files selected for uploading should not exceeds 25 MB (cumulative size for all files submitted for upload).

Files produced by IS for consumption by the Participants will be made available over **iiNET** and **IS-WEB**. Participants can log into these areas and pull these files for processing within their system.

#### 11.1.2 File Naming Convention and Standards Specifications

Each file submitted to SIS should follow certain rules to be successfully accepted by SIS for subsequent processing.

All files submitted to SIS and made available from SIS will be in compressed format. Compression shall be as per 'DEFLATE' compression algorithm. The only compression format accepted is ZIP format. However Participants if using IS-WEB for manually uploading supporting documents one at a time can upload the document in its native format with the correct extension. The IS-XML uncompressed files should have the extension of .XML and each IS-XML compressed file shall contain only one file within it.

All dates and times which form part of the file naming where applicable will be the local date and time of the Participant system. Files received by IS should contain ASCII characters (ASCII dec 32 to 126) and should not contain non-printable or control characters. System will **not** support ASCII (dec 0-31) and (dec 127-255) character set with the exception of "\r" (dec 13) and "\n" (dec 10) which are used as Line break characters. In case they are found, SIS will reject the entire file. **Exception** to this rule is supporting documents received in a batch mode or those that are manually uploaded by user in IS-WEB.

**UTF-8** characters are accepted in the following fields for Miscellaneous:

1. Members can capture Location Details with characters supporting UTF-8 encoding in Member Profile fields for locations other than location **'Main'**
  - a. 'Member Legal Name'
  - b. 'Member Commercial Name'
  - c. 'Company Registration ID'
  - d. 'Tax/VAT Registration #'
  - e. 'Add. Tax/VAT Registration #'
  - f. 'Address Line1'
  - g. 'Address Line2'
  - h. 'Address Line3'
  - i. 'City Name'
  - j. 'Postal Code'
  - k. 'Invoice Footer'
  - l. 'Bank Account Name'
  - m. 'Bank Account Number'
  - n. 'Bank Name'
  - o. 'Branch Code'
  - p. 'Bank Code'
  - q. 'IBAN'

r. 'SWIFT'

2. MISC IS-XML Input and Output files (e.g. Invoice number can contain UTF-8 characters, even if it is provided in a Supporting Document against Invoices/Credit Notes)
3. MISC Invoice PDF displays UTF-8 characters with regard to the MISC IS-XML Input submitted by the member.

Refer to below table for the list of MISC Invoice/Credit Note level fields for which UTF-8 characters is allowed.

### 11.1.3 Impact of UTF-8 Characters on various IS-WEB screens, Reports, and Outputs

| #  | Field name     | Functionality   |   |  |  |
|----|----------------|---|---|--|--|
|    |                | Input processes   | IS-WEB screens  | Reports  | Output files   |
| 1. | Invoice number | <ul style="list-style-type: none"> <li>Misc input is-xml</li> <li>Misc supporting document files</li> <li>Misc payment status input files (payables/receivables)</li> </ul> | <ul style="list-style-type: none"> <li>Misc invoice/credit note header screens</li> <li>Misc invoice search screens - search and search results: <ul style="list-style-type: none"> <li>Receivables manage invoice</li> <li>Payables invoice search</li> <li>Payables view daily bilateral</li> </ul> </li> <li>Billing history and correspondence – search and search results</li> <li>Audit trail generated from billing history &amp; correspondence screen</li> <li>View/edit correspondence screen (section linked rejection)</li> <li>Misc manage supporting documents (receivables/payables) - search and search results</li> <li>Misc correct supporting documents linking errors – search and correction process</li> <li>Misc validation error correction</li> <li>Legal archive search and retrieve</li> </ul> | <ul style="list-style-type: none"> <li>Processing dashboard -search and search results</li> <li>Substitution values report search and report output</li> <li>Receivables supporting documents mismatch</li> <li>Invoice deletion audit trail report</li> <li>Suspended billings report</li> <li>Pending invoices in error report</li> <li>Miscellaneous charge code report (receivables/payables)</li> <li>Miscellaneous correspondence status report</li> </ul> | <ul style="list-style-type: none"> <li>Preview invoice</li> <li>Invoice legal xml</li> <li>Invoice pdf</li> <li>Pdf listing</li> <li>Customized pdf listing</li> <li>Misc csv listing</li> <li>OAR index.xml</li> <li>Misc output is-xml: <ul style="list-style-type: none"> <li>Weekly receivables on behalf of files to billing members (location/non-location specific)</li> <li>Weekly payables files to billed members (location/non-location specific)</li> <li>Daily receivables is-xml files to billing members for invoices/credit notes captured via is-web (location/non-location specific)</li> <li>Daily payables is-xml files to billed members requiring daily outputs for bilateral invoice/credit notes (location/non-location specific)</li> </ul> </li> <li>Payment status output files (receivables/payables)</li> <li>Processed invoice csv</li> <li>Validation reports generated for: <ul style="list-style-type: none"> <li>Input is-xmles files</li> <li>Supporting documents files</li> <li>Payment status files</li> </ul> </li> <li>Pdf files downloaded from billing history and correspondence screen's audit trail (with and without supporting documents)</li> <li>Csv files exported from: <ul style="list-style-type: none"> <li>Processing dashboard</li> <li>Misc receivables screen</li> <li>Misc payables screen</li> <li>System monitor grid 'pending offline collection'</li> </ul> </li> <li>File names of: <ul style="list-style-type: none"> <li>Invoice pdfs</li> <li>Invoice xmles</li> <li>Verification xmles</li> </ul> </li> <li>Folder names in offline collection and oar</li> <li>ICH settlement xml</li> <li>Data downloaded from reports in excel or pdf format</li> </ul> |

| #  | Field name                | Functionality   |   |         |  |
|----|---------------------------|---|---|---------|--|
|    |                           | Input processes   | IS-WEB screens  | Reports | Output files   |
| 2. | Tax invoice number        | <ul style="list-style-type: none"> <li>Misc input is-xml</li> </ul> | NA  | NA      | <ul style="list-style-type: none"> <li>Preview invoice</li> <li>Invoice legal xml</li> <li>Invoice pdf</li> <li>Misc output is-xml: <ul style="list-style-type: none"> <li>Weekly receivables on behalf of files to billing members (location/non-location specific)</li> <li>Weekly payables files to billed members (location/non-location specific)</li> <li>Daily receivables is-xml files to billing members for invoices/credit notes captured via is-web (location/non-location specific)</li> <li>Daily payables is-xml files to billed members requiring daily outputs for bilateral invoice/credit notes (location/non-location specific)</li> </ul> </li> </ul>                           |
| 3. | PO number                 | <ul style="list-style-type: none"> <li>Misc input is-xml</li> </ul> | <ul style="list-style-type: none"> <li>Misc invoice/credit note header screens</li> </ul> | NA      | <ul style="list-style-type: none"> <li>Preview invoice</li> <li>Invoice legal xml</li> <li>Invoice pdf</li> <li>Misc csv listing</li> <li>Misc output is-xml: <ul style="list-style-type: none"> <li>Weekly receivables on behalf of files to billing members (location/non-location specific)</li> <li>Weekly payables files to billed members (location/non-location specific)</li> <li>Daily receivables is-xml files to billing members for invoices/credit notes captured via is-web (location/non-location specific)</li> <li>Daily payables is-xml files to billed members requiring daily outputs for bilateral invoice/credit notes (location/non-location specific)</li> </ul> </li> </ul> |
| 4. | Header notes              | <ul style="list-style-type: none"> <li>Misc input is-xml</li> </ul> | <ul style="list-style-type: none"> <li>Misc invoice/credit note header screens</li> </ul> | NA      | <ul style="list-style-type: none"> <li>Preview invoice</li> <li>Invoice legal xml</li> <li>Invoice pdf</li> <li>Misc csv listing</li> <li>Misc output is-xml: <ul style="list-style-type: none"> <li>Weekly receivables on behalf of files to billing members (location/non-location specific)</li> <li>Weekly payables files to billed members (location/non-location specific)</li> <li>Daily receivables is-xml files to billing members for invoices/credit notes captured via is-web (location/non-location specific)</li> <li>Daily payables is-xml files to billed members requiring daily outputs for bilateral invoice/credit notes (location/non-location specific)</li> </ul> </li> </ul> |
| 5. | Header notes/invoice data | <ul style="list-style-type: none"> <li>Misc input is-xml</li> </ul> | <ul style="list-style-type: none"> <li>Misc invoice/credit note header screens</li> </ul> | NA      | <ul style="list-style-type: none"> <li>Preview invoice</li> <li>Invoice legal xml</li> <li>Invoice pdf</li> <li>Misc csv listing</li> <li>Misc output is-xml: <ul style="list-style-type: none"> <li>Weekly receivables on behalf of files to billing members (location/non-location specific)</li> <li>Weekly payables files to billed members (location/non-location specific)</li> </ul> </li> </ul>  |

| #  | Field name  | Functionality   |   |  |   |
|----|---|---|---|--|---|
|    |   | Input processes   | IS-WEB screens  | Reports  | Output files  |
|    |   |   |   |  | <ul style="list-style-type: none"> <li>▪ Daily receivables is-xml files to billing members for invoices/credit notes captured via is-web (location/non-location specific)</li> <li>▪ Daily payables is-xml files to billed members requiring daily outputs for bilateral invoice/credit notes (location/non-location specific)</li> </ul>   |
| 6. | Billing entity name (member legal/commercial name)  | <ul style="list-style-type: none"> <li>• Misc input is-xml</li> </ul> | <ul style="list-style-type: none"> <li>• Misc invoice/credit note header screens</li> <li>• Member profile tab locations</li> <li>• Audit trail generated from billing history &amp; correspondence screen</li> </ul> | <ul style="list-style-type: none"> <li>• Processing dashboard - search results</li> <li>• Substitution values report search and report output</li> <li>• View member profile changes</li> <li>• Invoice deletion audit trail report output</li> <li>• Invoice reference data report output</li> <li>• Miscellaneous-supporting attachments mismatch report output</li> <li>• Misc receivable invoice summary report output</li> <li>• Receivables miscellaneous charge code report output</li> <li>• Payables invoice summary report output</li> <li>• Payables miscellaneous charge code report output</li> <li>• Top 10 interline partner – receivables output</li> <li>• Top 10 interline partner – payables output</li> <li>• Suspended billings report output</li> <li>• Pending invoices in error report output</li> <li>• Interline billing summary report output</li> <li>• Interline payables analysis report output</li> </ul> | <ul style="list-style-type: none"> <li>• Preview invoice</li> <li>• Invoice legal xml</li> <li>• Invoice pdf</li> <li>• Pdf listing</li> <li>• Customized pdf listing</li> <li>• Misc csv listing</li> <li>• Oar index.xml</li> <li>• Reference data change csv</li> <li>• Complete reference data csv</li> <li>• Misc output is-xml: <ul style="list-style-type: none"> <li>▪ Weekly receivables on behalf of files to billing members (location/non-location specific)</li> <li>▪ Weekly payables files to billed members (location/non-location specific)</li> <li>▪ Daily receivables is-xml files to billing members for invoices/credit notes captured via is-web (location/non-location specific)</li> <li>▪ Daily payables is-xml files to billed members requiring daily outputs for bilateral invoice/credit notes (location/non-location specific)</li> </ul> </li> <li>• Pdf files downloaded from billing history and correspondence screen's audit trail (with and without supporting documents)</li> <li>• Data downloaded from reports in excel or pdf format</li> <li>• Csv files exported from: <ul style="list-style-type: none"> <li>▪ Processing dashboard</li> <li>▪ Misc receivables screen</li> <li>▪ Misc payables screen</li> <li>▪ System monitor grid 'pending offline collection'</li> </ul> </li> </ul> |
| 7. | Billing member contact person   | <ul style="list-style-type: none"> <li>• Misc input is-xml</li> </ul> | <ul style="list-style-type: none"> <li>• Misc invoice/credit note header screens</li> </ul>   | NA   | <ul style="list-style-type: none"> <li>• Preview invoice</li> <li>• Invoice legal xml</li> <li>• Invoice pdf</li> <li>• Misc output is-xml: <ul style="list-style-type: none"> <li>▪ Weekly receivables on behalf of files to billing members (location/non-location specific)</li> <li>▪ Weekly payables files to billed members (location/non-location specific)</li> <li>▪ Daily receivables is-xml files to billing members for invoices/credit notes captured via is-web (location/non-location specific)</li> <li>▪ Daily payables is-xml files to billed members requiring daily outputs for bilateral invoice/credit notes (location/non-location specific)</li> </ul> </li> </ul>  |
| 8. | Billing member address <ul style="list-style-type: none"> <li>• Address line 1</li> <li>• Address line 2</li> </ul> | <ul style="list-style-type: none"> <li>• Misc input is-xml</li> </ul> | <ul style="list-style-type: none"> <li>• Misc invoice/credit note header screens</li> <li>• Member profile tab locations</li> </ul>   | <ul style="list-style-type: none"> <li>• Invoice reference data report output</li> </ul>   | <ul style="list-style-type: none"> <li>• Preview invoice</li> <li>• Invoice legal xml</li> <li>• Invoice pdf</li> <li>• Reference data change csv</li> </ul>  |

| #   | Field name   | Functionality   |   |  |   |
|-----|--|---|---|--|---|
|     |  | Input processes   | IS-WEB screens  | Reports  | Output files  |
|     | <ul style="list-style-type: none"> <li>Address line 3</li> <li>City name</li> <li>Postal code</li> <li>Tax registration id</li> <li>Add. Tax registration id</li> <li>Company registration id</li> </ul> |   |   |  | <ul style="list-style-type: none"> <li>Complete reference data csv</li> <li>Misc output is-xml: <ul style="list-style-type: none"> <li>Weekly receivables on behalf of files to billing members (location/non-location specific)</li> <li>Weekly payables files to billed members (location/non-location specific)</li> <li>Daily receivables is-xml files to billing members for invoices/credit notes captured via is-web (location/non-location specific)</li> <li>Daily payables is-xml files to billed members requiring daily outputs for bilateral invoice/credit notes (location/non-location specific)</li> </ul> </li> </ul>  |
| 9.  | Billed entity name (member legal/commercial name)  | <ul style="list-style-type: none"> <li>Misc input is-xml</li> </ul> | <ul style="list-style-type: none"> <li>Misc invoice/credit note header screens</li> <li>Member profile tab locations</li> <li>Audit trail generated from billing history &amp; correspondence screen</li> </ul> | <ul style="list-style-type: none"> <li>Processing dashboard - search results</li> <li>Substitution values report search and report output</li> <li>View member profile changes</li> <li>Invoice deletion audit trail report output</li> <li>Invoice reference data report output</li> <li>Miscellaneous-supporting attachments mismatch report output</li> <li>Misc receivable invoice summary report output</li> <li>Receivables miscellaneous charge code report output</li> <li>Payables invoice summary report output</li> <li>Payables miscellaneous charge code report output</li> <li>Top 10 interline partner – receivables output</li> <li>Top 10 interline partner – payables output</li> <li>Suspended billings report output</li> <li>Pending invoices in error report output</li> <li>Interline billing summary report output</li> <li>Interline payables analysis report output</li> </ul> | <ul style="list-style-type: none"> <li>Preview invoice</li> <li>Invoice legal xml</li> <li>Invoice pdf</li> <li>Pdf listing</li> <li>Customized pdf listing</li> <li>Misc csv listing</li> <li>Oar index.xml</li> <li>Reference data change csv (report is member specific and not billing member specific. Listed just to cover the impact)</li> <li>Complete reference data csv (report is member specific and not billing member specific. Listed just to cover the impact)</li> <li>Misc output is-xml: <ul style="list-style-type: none"> <li>Weekly receivables on behalf of files to billing members (location/non-location specific)</li> <li>Weekly payables files to billed members (location/non-location specific)</li> <li>Daily receivables is-xml files to billing members for invoices/credit notes captured via is-web (location/non-location specific)</li> <li>Daily payables is-xml files to billed members requiring daily outputs for bilateral invoice/credit notes (location/non-location specific)</li> </ul> </li> <li>Pdf files downloaded from billing history and correspondence screen's audit trail (with and without supporting documents)</li> <li>Data downloaded from reports in excel or pdf format</li> <li>Csv files exported from: <ul style="list-style-type: none"> <li>Processing dashboard</li> <li>Misc receivables screen</li> <li>Misc payables screen</li> <li>System monitor grid 'pending offline collection'</li> </ul> </li> </ul> |
| 10. | Billed member contact person   | <ul style="list-style-type: none"> <li>Misc input is-xml</li> </ul> | <ul style="list-style-type: none"> <li>Misc invoice/credit note header screens</li> </ul>   | NA   | <ul style="list-style-type: none"> <li>Preview invoice</li> <li>Invoice legal xml</li> <li>Invoice pdf</li> <li>Misc output is-xml: <ul style="list-style-type: none"> <li>Weekly receivables on behalf of files to billing members (location/non-location specific)</li> <li>Weekly payables files to billed members (location/non-location specific)</li> </ul> </li> </ul>   |

| #   | Field name   | Functionality   |   |  |  |
|-----|--|---|---|--|--|
|     |  | Input processes   | IS-WEB screens  | Reports  | Output files   |
|     |  |   |   |  | <ul style="list-style-type: none"> <li>▪ Daily receivables is-xml files to billing members for invoices/credit notes captured via is-web (location/non-location specific)</li> <li>▪ Daily payables is-xml files to billed members requiring daily outputs for bilateral invoice/credit notes (location/non-location specific)</li> </ul>  |
| 11. | Billed member address <ul style="list-style-type: none"> <li>• Address line 1</li> <li>• Address line 2</li> <li>• Address line 3</li> <li>• City name</li> <li>• Postal code</li> <li>• Tax registration id</li> <li>• Add. Tax registration id</li> <li>• Company registration id</li> </ul> | <ul style="list-style-type: none"> <li>• Misc input is-xml</li> </ul> | <ul style="list-style-type: none"> <li>• Misc invoice/credit note header screens</li> <li>• Member profile tab locations</li> </ul> | <ul style="list-style-type: none"> <li>• Invoice reference data report output</li> </ul> | <ul style="list-style-type: none"> <li>• Preview invoice</li> <li>• Invoice legal xml</li> <li>• Invoice pdf</li> <li>• Reference data change csv (report is member specific and not billed member specific. Listed just to cover the impact)</li> <li>• Complete reference data csv (report is member specific and not billed member specific. Listed just to cover the impact)</li> <li>• Misc output is-xml:               <ul style="list-style-type: none"> <li>▪ Weekly receivables on behalf of files to billing members (location/non-location specific)</li> <li>▪ Weekly payables files to billed members (location/non-location specific)</li> <li>▪ Daily receivables is-xml files to billing members for invoices/credit notes captured via is-web (location/non-location specific)</li> <li>▪ Daily payables is-xml files to billed members requiring daily outputs for bilateral invoice/credit notes (location/non-location specific)</li> </ul> </li> </ul> |
| 12. | Payment terms description  | <ul style="list-style-type: none"> <li>• Misc input is-xml</li> </ul> | <ul style="list-style-type: none"> <li>• Misc invoice/credit note header screens</li> </ul>   | NA   | <ul style="list-style-type: none"> <li>• Preview invoice</li> <li>• Invoice legal xml</li> <li>• Invoice pdf</li> <li>• Misc csv listing</li> <li>• Pdf listing</li> <li>• Misc output is-xml:               <ul style="list-style-type: none"> <li>▪ Weekly receivables on behalf of files to billing members (location/non-location specific)</li> <li>▪ Weekly payables files to billed members (location/non-location specific)</li> <li>▪ Daily receivables is-xml files to billing members for invoices/credit notes captured via is-web (location/non-location specific)</li> <li>▪ Daily payables is-xml files to billed members requiring daily outputs for bilateral invoice/credit notes (location/non-location specific)</li> </ul> </li> </ul>  |
| 13. | Payment terms  | <ul style="list-style-type: none"> <li>• Misc input is-xml</li> </ul> | <ul style="list-style-type: none"> <li>• Misc invoice/credit note header screens</li> </ul>   | NA   | <ul style="list-style-type: none"> <li>• Preview invoice</li> <li>• Invoice legal xml</li> <li>• Invoice pdf</li> <li>• Misc csv listing</li> <li>• Pdf listing</li> <li>• Misc output is-xml:               <ul style="list-style-type: none"> <li>▪ Weekly receivables on behalf of files to billing members (location/non-location specific)</li> <li>▪ Weekly payables files to billed members (location/non-location specific)</li> <li>▪ Daily receivables is-xml files to billing members for invoices/credit notes captured via is-web (location/non-location specific)</li> </ul> </li> </ul>   |

| #   | Field name   | Functionality   |   |         |  |
|-----|--|---|---|---------|--|
|     |  | Input processes   | IS-WEB screens  | Reports | Output files   |
|     |  |   |   |         | <ul style="list-style-type: none"> <li>▪ Daily payables is-xml files to billed members requiring daily outputs for bilateral invoice/credit notes (location/non-location specific)</li> </ul>  |
| 14. | Bank name <ul style="list-style-type: none"> <li>• Organization name 1</li> <li>• Organization name 2</li> </ul> | <ul style="list-style-type: none"> <li>• Misc input is-xml</li> </ul> | <ul style="list-style-type: none"> <li>• Misc invoice/credit note header screens</li> <li>• Member profile tab locations</li> </ul> | NA      | <ul style="list-style-type: none"> <li>• Preview invoice</li> <li>• Invoice legal xml</li> <li>• Invoice pdf</li> <li>• Misc output is-xml:               <ul style="list-style-type: none"> <li>▪ Weekly receivables on behalf of files to billing members (location/non-location specific)</li> <li>▪ Weekly payables files to billed members (location/non-location specific)</li> <li>▪ Daily receivables is-xml files to billing members for invoices/credit notes captured via is-web (location/non-location specific)</li> <li>▪ Daily payables is-xml files to billed members requiring daily outputs for bilateral invoice/credit notes (location/non-location specific)</li> </ul> </li> </ul> |
| 15. | Contact person   | <ul style="list-style-type: none"> <li>• Misc input is-xml</li> </ul> | NA  | NA      | <ul style="list-style-type: none"> <li>• Preview invoice</li> <li>• Invoice legal xml</li> <li>• Invoice pdf</li> <li>• Misc output is-xml:               <ul style="list-style-type: none"> <li>▪ Weekly receivables on behalf of files to billing members (location/non-location specific)</li> <li>▪ Weekly payables files to billed members (location/non-location specific)</li> <li>▪ Daily receivables is-xml files to billing members for invoices/credit notes captured via is-web (location/non-location specific)</li> <li>▪ Daily payables is-xml files to billed members requiring daily outputs for bilateral invoice/credit notes (location/non-location specific)</li> </ul> </li> </ul> |
| 16. | Bank code  | <ul style="list-style-type: none"> <li>• Misc input is-xml</li> </ul> | <ul style="list-style-type: none"> <li>• Misc invoice/credit note header screens</li> <li>• Member profile tab locations</li> </ul> | NA      | <ul style="list-style-type: none"> <li>• Preview invoice</li> <li>• Invoice legal xml</li> <li>• Invoice pdf</li> <li>• Misc output is-xml:               <ul style="list-style-type: none"> <li>▪ Weekly receivables on behalf of files to billing members (location/non-location specific)</li> <li>▪ Weekly payables files to billed members (location/non-location specific)</li> <li>▪ Daily receivables is-xml files to billing members for invoices/credit notes captured via is-web (location/non-location specific)</li> <li>▪ Daily payables is-xml files to billed members requiring daily outputs for bilateral invoice/credit notes (location/non-location specific)</li> </ul> </li> </ul> |
| 17. | Branch code  | <ul style="list-style-type: none"> <li>• Misc input is-xml</li> </ul> | <ul style="list-style-type: none"> <li>• Misc invoice/credit note header screens</li> <li>• Member profile tab locations</li> </ul> | NA      | <ul style="list-style-type: none"> <li>• Preview invoice</li> <li>• Invoice legal xml</li> <li>• Invoice pdf</li> <li>• Misc output is-xml:               <ul style="list-style-type: none"> <li>▪ Weekly receivables on behalf of files to billing members (location/non-location specific)</li> <li>▪ Weekly payables files to billed members (location/non-location specific)</li> </ul> </li> </ul>  |

| #   | Field name          | Functionality   |   |         |  |
|-----|---------------------|---|---|---------|--|
|     |                     | Input processes   | IS-WEB screens  | Reports | Output files   |
|     |                     |   |   |         | <ul style="list-style-type: none"> <li>▪ Daily receivables is-xml files to billing members for invoices/credit notes captured via is-web (location/non-location specific)</li> <li>▪ Daily payables is-xml files to billed members requiring daily outputs for bilateral invoice/credit notes (location/non-location specific)</li> </ul>  |
| 18. | Swift               | <ul style="list-style-type: none"> <li>• Misc input is-xml</li> </ul> | <ul style="list-style-type: none"> <li>• Misc invoice/credit note header screens</li> <li>• Member profile tab locations</li> </ul> | NA      | <ul style="list-style-type: none"> <li>• Preview invoice</li> <li>• Invoice legal xml</li> <li>• Invoice pdf</li> <li>• Misc output is-xml: <ul style="list-style-type: none"> <li>▪ Weekly receivables on behalf of files to billing members (location/non-location specific)</li> <li>▪ Weekly payables files to billed members (location/non-location specific)</li> <li>▪ Daily receivables is-xml files to billing members for invoices/credit notes captured via is-web (location/non-location specific)</li> <li>▪ Daily payables is-xml files to billed members requiring daily outputs for bilateral invoice/credit notes (location/non-location specific)</li> </ul> </li> </ul> |
| 19. | Iban                | <ul style="list-style-type: none"> <li>• Misc input is-xml</li> </ul> | <ul style="list-style-type: none"> <li>• Misc invoice/credit note header screens</li> <li>• Member profile tab locations</li> </ul> | NA      | <ul style="list-style-type: none"> <li>• Preview invoice</li> <li>• Invoice legal xml</li> <li>• Invoice pdf</li> <li>• Misc output is-xml: <ul style="list-style-type: none"> <li>▪ Weekly receivables on behalf of files to billing members (location/non-location specific)</li> <li>▪ Weekly payables files to billed members (location/non-location specific)</li> <li>▪ Daily receivables is-xml files to billing members for invoices/credit notes captured via is-web (location/non-location specific)</li> <li>▪ Daily payables is-xml files to billed members requiring daily outputs for bilateral invoice/credit notes (location/non-location specific)</li> </ul> </li> </ul> |
| 20. | Bank account number | <ul style="list-style-type: none"> <li>• Misc input is-xml</li> </ul> | <ul style="list-style-type: none"> <li>• Misc invoice/credit note header screens</li> <li>• Member profile tab locations</li> </ul> | NA      | <ul style="list-style-type: none"> <li>• Preview invoice</li> <li>• Invoice legal xml</li> <li>• Invoice pdf</li> <li>• Misc output is-xml: <ul style="list-style-type: none"> <li>▪ Weekly receivables on behalf of files to billing members (location/non-location specific)</li> <li>▪ Weekly payables files to billed members (location/non-location specific)</li> <li>▪ Daily receivables is-xml files to billing members for invoices/credit notes captured via is-web (location/non-location specific)</li> <li>▪ Daily payables is-xml files to billed members requiring daily outputs for bilateral invoice/credit notes (location/non-location specific)</li> </ul> </li> </ul> |
| 21. | Bank account name   | <ul style="list-style-type: none"> <li>• Misc input is-xml</li> </ul> | <ul style="list-style-type: none"> <li>• Misc invoice/credit note header screens</li> <li>• Member profile tab locations</li> </ul> | NA      | <ul style="list-style-type: none"> <li>• Preview invoice</li> <li>• Invoice legal xml</li> <li>• Invoice pdf</li> <li>• Misc output is-xml: <ul style="list-style-type: none"> <li>▪ Weekly receivables on behalf of files to billing members (location/non-location specific)</li> <li>▪ Weekly payables files to billed members (location/non-location specific)</li> </ul> </li> </ul>  |

| #   | Field name                             | Functionality   |  |         |   |
|-----|--|---|--|---------|---|
|     |  | Input processes   | IS-WEB screens   | Reports | Output files  |
|     |  |   |  |         | <ul style="list-style-type: none"> <li>▪ Daily receivables is-xml files to billing members for invoices/credit notes captured via is-web (location/non-location specific)</li> <li>▪ Daily payables is-xml files to billed members requiring daily outputs for bilateral invoice/credit notes (location/non-location specific)</li> </ul>   |
| 22. | Rejected invoice number                | <ul style="list-style-type: none"> <li>• Misc input is-xml</li> </ul> | <ul style="list-style-type: none"> <li>• Misc invoice/credit note header screens</li> <li>• Audit trail generated from misc billing history &amp; correspondence screen</li> <li>• Misc view/edit correspondence screen (section linked rejection)</li> <li>• Misc correct validation error screens</li> </ul> | NA      | <ul style="list-style-type: none"> <li>• Preview invoice</li> <li>• Invoice legal xml</li> <li>• Invoice pdf</li> <li>• Pdf files downloaded from billing history and correspondence screen's audit trail (with and without supporting documents)</li> <li>• Misc output is-xml: <ul style="list-style-type: none"> <li>▪ Weekly receivables on behalf of files to billing members (location/non-location specific)</li> <li>▪ Weekly payables files to billed members (location/non-location specific)</li> <li>▪ Daily receivables is-xml files to billing members for invoices/credit notes captured via is-web (location/non-location specific)</li> <li>▪ Daily payables is-xml files to billed members requiring daily outputs for bilateral invoice/credit notes (location/non-location specific)</li> </ul> </li> </ul>   |
| 23. | Correspondence rejected invoice number | <ul style="list-style-type: none"> <li>• Misc input is-xml</li> </ul> | <ul style="list-style-type: none"> <li>• Misc invoice/credit note header screens</li> <li>• Audit trail generated from misc billing history &amp; correspondence screen</li> <li>• Misc view/edit correspondence screen (section linked rejection)</li> <li>• Misc correct validation error screens</li> </ul> | NA      | <ul style="list-style-type: none"> <li>• Preview invoice</li> <li>• Invoice legal xml</li> <li>• Invoice pdf</li> <li>• Pdf files downloaded from billing history and correspondence screen's audit trail (with and without supporting documents)</li> <li>• Correspondences downloaded from download correspondence screen</li> <li>• Misc output is-xml: <ul style="list-style-type: none"> <li>▪ Weekly receivables on behalf of files to billing members (location/non-location specific)</li> <li>▪ Weekly payables files to billed members (location/non-location specific)</li> <li>▪ Daily receivables is-xml files to billing members for invoices/credit notes captured via is-web (location/non-location specific)</li> <li>▪ Daily payables is-xml files to billed members requiring daily outputs for bilateral invoice/credit notes (location/non-location specific)</li> </ul> </li> </ul> |
| 24. | Li - product id                        | <ul style="list-style-type: none"> <li>• Misc input is-xml</li> </ul> | <ul style="list-style-type: none"> <li>• Misc invoice/credit note line item screens</li> </ul>   | NA      | <ul style="list-style-type: none"> <li>• Preview invoice</li> <li>• Invoice legal xml</li> <li>• Invoice pdf</li> <li>• Misc pdf listing</li> <li>• Misc csv listing</li> <li>• Misc output is-xml: <ul style="list-style-type: none"> <li>▪ Weekly receivables on behalf of files to billing members (location/non-location specific)</li> <li>▪ Weekly payables files to billed members (location/non-location specific)</li> <li>▪ Daily receivables is-xml files to billing members for invoices/credit notes captured via is-web (location/non-location specific)</li> <li>▪ Daily payables is-xml files to billed members requiring daily outputs for bilateral invoice/credit notes (location/non-location specific)</li> </ul> </li> </ul>  |

| #   | Field name              | Functionality   |   |         |  |
|-----|-------------------------|---|---|---------|--|
|     |                         | Input processes   | IS-WEB screens  | Reports | Output files   |
| 25. | Li - description        | <ul style="list-style-type: none"> <li>Misc input is-xml</li> </ul> | <ul style="list-style-type: none"> <li>Misc invoice/credit note line item screens</li> </ul>        | NA      | <ul style="list-style-type: none"> <li>Preview invoice</li> <li>Invoice legal xml</li> <li>Invoice pdf</li> <li>Misc pdf listing</li> <li>Misc csv listing</li> <li>Misc output is-xml: <ul style="list-style-type: none"> <li>Weekly receivables on behalf of files to billing members (location/non-location specific)</li> <li>Weekly payables files to billed members (location/non-location specific)</li> <li>Daily receivables is-xml files to billing members for invoices/credit notes captured via is-web (location/non-location specific)</li> <li>Daily payables is-xml files to billed members requiring daily outputs for bilateral invoice/credit notes (location/non-location specific)</li> </ul> </li> </ul> |
| 26. | Li - tax/vat text       | <ul style="list-style-type: none"> <li>Misc input is-xml</li> </ul> | <ul style="list-style-type: none"> <li>Misc invoice/credit note line item screens</li> </ul>        | NA      | <ul style="list-style-type: none"> <li>Preview invoice</li> <li>Invoice legal xml</li> <li>Invoice pdf</li> <li>Misc pdf listing</li> <li>Misc csv listing</li> <li>Misc output is-xml: <ul style="list-style-type: none"> <li>Weekly receivables on behalf of files to billing members (location/non-location specific)</li> <li>Weekly payables files to billed members (location/non-location specific)</li> <li>Daily receivables is-xml files to billing members for invoices/credit notes captured via is-web (location/non-location specific)</li> <li>Daily payables is-xml files to billed members requiring daily outputs for bilateral invoice/credit notes (location/non-location specific)</li> </ul> </li> </ul> |
| 27. | Li - add on charge name | <ul style="list-style-type: none"> <li>Misc input is-xml</li> </ul> | <ul style="list-style-type: none"> <li>Misc invoice/credit note line item screens</li> </ul>        | NA      | <ul style="list-style-type: none"> <li>Preview invoice</li> <li>Invoice legal xml</li> <li>Invoice pdf</li> <li>Misc pdf listing</li> <li>Misc csv listing</li> <li>Misc output is-xml: <ul style="list-style-type: none"> <li>Weekly receivables on behalf of files to billing members (location/non-location specific)</li> <li>Weekly payables files to billed members (location/non-location specific)</li> <li>Daily receivables is-xml files to billing members for invoices/credit notes captured via is-web (location/non-location specific)</li> <li>Daily payables is-xml files to billed members requiring daily outputs for bilateral invoice/credit notes (location/non-location specific)</li> </ul> </li> </ul> |
| 28. | Lid - product id        | <ul style="list-style-type: none"> <li>Misc input is-xml</li> </ul> | <ul style="list-style-type: none"> <li>Misc invoice/credit note line item detail screens</li> </ul> | NA      | <ul style="list-style-type: none"> <li>Misc pdf listing</li> <li>Misc csv listing</li> <li>Misc output is-xml:</li> </ul>  |

| #   | Field name               | Functionality   |   |         |  |
|-----|--------------------------|---|---|---------|--|
|     |                          | Input processes   | IS-WEB screens  | Reports | Output files   |
|     |                          |   |   |         | <ul style="list-style-type: none"> <li>▪ Weekly receivables on behalf of files to billing members (location/non-location specific)</li> <li>▪ Weekly payables files to billed members (location/non-location specific)</li> <li>▪ Daily receivables is-xml files to billing members for invoices/credit notes captured via is-web (location/non-location specific)</li> <li>▪ Daily payables is-xml files to billed members requiring daily outputs for bilateral invoice/credit notes (location/non-location specific)</li> </ul>   |
| 29. | Lid - description        | <ul style="list-style-type: none"> <li>• Misc input is-xml</li> </ul> | <ul style="list-style-type: none"> <li>• Misc invoice/credit note line item detail screens</li> </ul> | NA      | <ul style="list-style-type: none"> <li>• Misc pdf listing</li> <li>• Misc customized csv listing (mld 7, 10 and 11)</li> <li>• Misc csv listing</li> <li>• Misc output is-xml: <ul style="list-style-type: none"> <li>▪ Weekly receivables on behalf of files to billing members (location/non-location specific)</li> <li>▪ Weekly payables files to billed members (location/non-location specific)</li> <li>▪ Daily receivables is-xml files to billing members for invoices/credit notes captured via is-web (location/non-location specific)</li> <li>▪ Daily payables is-xml files to billed members requiring daily outputs for bilateral invoice/credit notes (location/non-location specific)</li> </ul> </li> </ul>                      |
| 30. | Lid - tax/vat text       | <ul style="list-style-type: none"> <li>• Misc input is-xml</li> </ul> | <ul style="list-style-type: none"> <li>• Misc invoice/credit note line item detail screens</li> </ul> | NA      | <ul style="list-style-type: none"> <li>• Preview invoice</li> <li>• Invoice legal xml</li> <li>• Invoice pdf</li> <li>• Misc pdf listing</li> <li>• Misc csv listing</li> <li>• Misc output is-xml: <ul style="list-style-type: none"> <li>▪ Weekly receivables on behalf of files to billing members (location/non-location specific)</li> <li>▪ Weekly payables files to billed members (location/non-location specific)</li> <li>▪ Daily receivables is-xml files to billing members for invoices/credit notes captured via is-web (location/non-location specific)</li> <li>▪ Daily payables is-xml files to billed members requiring daily outputs for bilateral invoice/credit notes (location/non-location specific)</li> </ul> </li> </ul> |
| 31. | Lid - add on charge name | <ul style="list-style-type: none"> <li>• Misc input is-xml</li> </ul> | <ul style="list-style-type: none"> <li>• Misc invoice/credit note line item detail screens</li> </ul> | NA      | <ul style="list-style-type: none"> <li>• Preview invoice</li> <li>• Invoice legal xml</li> <li>• Invoice pdf</li> <li>• Misc pdf listing</li> <li>• Misc csv listing</li> <li>• Misc output is-xml: <ul style="list-style-type: none"> <li>▪ Weekly receivables on behalf of files to billing members (location/non-location specific)</li> <li>▪ Weekly payables files to billed members (location/non-location specific)</li> <li>▪ Daily receivables is-xml files to billing members for invoices/credit notes captured via is-web (location/non-location specific)</li> </ul> </li> </ul>  |

| #   | Field name           | Functionality   |   |         |  |
|-----|----------------------|---|---|---------|--|
|     |                      | Input processes   | IS-WEB screens  | Reports | Output files   |
|     |                      |   |   |         | <ul style="list-style-type: none"> <li>▪ Daily payables is-xml files to billed members requiring daily outputs for bilateral invoice/credit notes (location/non-location specific)</li> </ul>  |
| 32. | Lid - AgreementID    | <ul style="list-style-type: none"> <li>• Misc input is-xml</li> </ul> | <ul style="list-style-type: none"> <li>• Misc invoice/credit note line item detail screens</li> </ul>                               | NA      | <ul style="list-style-type: none"> <li>• MISC PDF Listing</li> <li>• MISC CSV Listing</li> <li>• MISC Output IS-XML: <ul style="list-style-type: none"> <li>▪ Weekly Receivables On behalf of files to Billing Members (Location/Non-Location Specific)</li> <li>▪ Weekly Payables files to Billed Members (Location/Non-Location Specific)</li> <li>▪ Daily Receivables IS-XML files to Billing Members for Invoices/Credit Notes captured via IS-WEB (Location/Non-Location Specific)</li> </ul> </li> <li>• Daily Payables IS-XML files to Billed Members requiring daily outputs for bilateral Invoice/Credit Notes (Location/Non-Location Specific)</li> </ul>                        |
| 33. | Lid - CommitmentID   | <ul style="list-style-type: none"> <li>• Misc input is-xml</li> </ul> | <ul style="list-style-type: none"> <li>• Misc invoice/credit note line item detail screens</li> </ul>                               | NA      | <ul style="list-style-type: none"> <li>• MISC PDF Listing</li> <li>• MISC CSV Listing</li> <li>• MISC Output IS-XML: <ul style="list-style-type: none"> <li>▪ Weekly Receivables On behalf of files to Billing Members (Location/Non-Location Specific)</li> <li>▪ Weekly Payables files to Billed Members (Location/Non-Location Specific)</li> <li>▪ Daily Receivables IS-XML files to Billing Members for Invoices/Credit Notes captured via IS-WEB (Location/Non-Location Specific)</li> </ul> </li> <li>• Daily Payables IS-XML files to Billed Members requiring daily outputs for bilateral Invoice/Credit Notes (Location/Non-Location Specific)</li> </ul>                        |
| 34. | Invoice ref number   | <ul style="list-style-type: none"> <li>• Misc input is-xml</li> </ul> | <ul style="list-style-type: none"> <li>• Misc invoice/credit note line item detail screens</li> </ul>                               | NA      | <ul style="list-style-type: none"> <li>• Misc output is-xml: <ul style="list-style-type: none"> <li>▪ Weekly receivables on behalf of files to billing members (location/non-location specific)</li> <li>▪ Weekly payables files to billed members (location/non-location specific)</li> <li>▪ Daily receivables is-xml files to billing members for invoices/credit notes captured via is-web (location/non-location specific)</li> <li>▪ Daily payables is-xml files to billed members requiring daily outputs for bilateral invoice/credit notes (location/non-location specific)</li> </ul> </li> </ul>  |
| 35. | Invoice footer notes | <ul style="list-style-type: none"> <li>• Misc input is-xml</li> </ul> | <ul style="list-style-type: none"> <li>• Misc invoice/credit note header screens</li> <li>• Member profile tab locations</li> </ul> | NA      | <ul style="list-style-type: none"> <li>• Preview invoice</li> <li>• Invoice legal xml</li> <li>• Invoice pdf</li> <li>• Misc output is-xml: <ul style="list-style-type: none"> <li>▪ Weekly receivables on behalf of files to billing members (location/non-location specific)</li> <li>▪ Weekly payables files to billed members (location/non-location specific)</li> <li>▪ Daily receivables is-xml files to billing members for invoices/credit notes captured via is-web (location/non-location specific)</li> <li>▪ Daily payables is-xml files to billed members requiring daily outputs for bilateral invoice/credit notes (location/non-location specific)</li> </ul> </li> </ul> |

| #   | Field name                   | Functionality   |   |         |  |
|-----|------------------------------|---|---|---------|--|
|     |                              | Input processes   | IS-WEB screens  | Reports | Output files   |
| 36. | Invoice -tax/vat text        | <ul style="list-style-type: none"> <li>Misc input is-xml</li> </ul> | <ul style="list-style-type: none"> <li>Misc invoice/credit note header screens</li> </ul> | NA      | <ul style="list-style-type: none"> <li>Preview invoice</li> <li>Invoice legal xml</li> <li>Invoice pdf</li> <li>Misc pdf listing</li> <li>Misc csv listing</li> <li>Misc output is-xml: <ul style="list-style-type: none"> <li>Weekly receivables on behalf of files to billing members (location/non-location specific)</li> <li>Weekly payables files to billed members (location/non-location specific)</li> <li>Daily receivables is-xml files to billing members for invoices/credit notes captured via is-web (location/non-location specific)</li> <li>Daily payables is-xml files to billed members requiring daily outputs for bilateral invoice/credit notes (location/non-location specific)</li> </ul> </li> </ul> |
| 37. | Invoice - add on charge name | <ul style="list-style-type: none"> <li>Misc input is-xml</li> </ul> | <ul style="list-style-type: none"> <li>Misc invoice/credit note header screens</li> </ul> | NA      | <ul style="list-style-type: none"> <li>Preview invoice</li> <li>Invoice legal xml</li> <li>Invoice pdf</li> <li>Misc pdf listing</li> <li>Misc csv listing</li> <li>Misc output is-xml: <ul style="list-style-type: none"> <li>Weekly receivables on behalf of files to billing members (location/non-location specific)</li> <li>Weekly payables files to billed members (location/non-location specific)</li> <li>Daily receivables is-xml files to billing members for invoices/credit notes captured via is-web (location/non-location specific)</li> <li>Daily payables is-xml files to billed members requiring daily outputs for bilateral invoice/credit notes (location/non-location specific)</li> </ul> </li> </ul> |

#### 11.1.4 File naming convention for the various SIS interface file types:

| FILE TYPE   | SOURCE                    | DEST       | NAMING CONVENTION   |
|---|---------------------------|------------|---|
| <p>IS-XML Input file</p> <p>It is only applicable for invoices.</p> | <p>Billing<br/>Member</p> | <p>SIS</p> | <p>Compressed (35 characters):<br/><b>A</b>XMLF-<b>BBB</b><b>CCCCCCCC</b><b>TTTTTTTTTTTTTT</b>.ZIP</p> <p>Uncompressed (35 characters):<br/><b>A</b>XMLF-<b>BBB</b><b>CCCCCCCC</b><b>TTTTTTTTTTTTTT</b>.XML</p> <p>Position 1 (<b>A</b>):<br/>Billing Category; M = Miscellaneous, U = UATP.</p> <p>Positions 7-9 (<b>BBB</b>):<br/>Billing Entity's numeric code, zero filled &amp; right justified; e.g. 125 = British Airways (BA), 001 = American Airlines (AA), 057 = Air France (AF).</p> <p>Positions 10-17 (<b>CCCCCCCC</b>):<br/>Billing month and period. Represented as YYYYMMPP. E.g. 20250603 = Period 3 of June-2025.</p> <p>Positions 18-31 (<b>TTTTTTTTTTTTTT</b>):<br/>Timestamp of file creation by Billing Entity or a unique serial number. 4 digit year, month in numeric, day, hour in 24h format, minutes, seconds.<br/>E.g. file created on 04-May-2025 at 5:27:31pm will have the timestamp 20250504172731.</p> <p>Important:<br/>Billing Entities need to ensure that two different IS-XML files do not have the same timestamp or serial number in the filename. The timestamp is used to identify and reject duplicate IS-XML files during sanity checks.</p> |

| FILE TYPE                              | SOURCE | DEST          | NAMING CONVENTION   |
|--|--------|---------------|---|
| IS-XML Output file                     | SIS    | Billed Member | <p>Compressed (21 characters):<br/><b>A</b>XMLT-<b>BBB</b>CCCCCCCCC.ZIP</p> <p>Uncompressed (21 characters):<br/><b>A</b>XMLT-<b>BBB</b>CCCCCCCCC.XML</p> <p>Position 1 (<b>A</b>):<br/>Billing Category; M = Miscellaneous, U = UATP.</p> <p>Positions 7-9 (<b>BBB</b>):<br/>Billed Entity's numeric code, zero filled &amp; right justified; e.g. 125 = British Airways (BA), 001 = American Airlines (AA), 057 = Air France (AF).</p> <p>Positions 10-17 (<b>CCCCCCCC</b>):<br/>Billing month and period. Represented as YYYYMMPP. E.g. 20250603 = Period 3 of June-2025.<br/>In case of consolidated files (for the entire billing month) created by IS, the last 2 positions (PP) will be represented as 00.</p> |
| IS-XML Output (MISC Location Specific) | SIS    | Billed Member | <p>Compressed :<br/>MXMLT-<b>BBB</b>CCCCCCCCC-L<b>MMMMMMMM</b>.ZIP</p> <p>Uncompressed :<br/>MXMLT-<b>BBB</b>CCCCCCCCC-L<b>MMMMMMMM</b>.XML</p> <p><b>BBB</b>:<br/>The Billing Member's Accounting Code. E.g. 125 = British Airways (BA), 001 = American Airlines (AA), 057 = Air France (AF).</p> <p><b>CCCCCCCC</b>:<br/>Billing month and period. Represented as YYYYMMPP. E.g. 20250603 = Period 3 of June-2025.</p> <p><b>MMMMMMMM</b>:<br/>The Location ID of the Billing Member for which file is generated. The length of this portion of the filename will range between 1 and 7. E.g. 12 = Location ID 12.</p>  |

| FILE TYPE  | SOURCE | DEST          | NAMING CONVENTION   |
|--|--------|---------------|---|
| Daily MISC Bilateral IS-XML Output File                        | SIS    | Billed Member | <p>Compressed (23 characters)<br/>D-MXMLT-<b>BBB</b><b>YYYYMMDD</b>.ZIP</p> <p>Uncompressed (23 characters)<br/>D-MXMLT-<b>BBB</b><b>YYYYMMDD</b>.XML</p> <p>Position 1 (<b>D</b>): File Type; D = Daily</p> <p>Position 3 (<b>M</b>): Billing Category: M = Miscellaneous</p> <p>Positions 9-11 (<b>BBB</b>):<br/>Billed Entity's numeric code, zero filled &amp; right justified; e.g. 125 = British Airways (BA), 001 = American Airlines (AA), 057 = Air France (AF).</p> <p>Positions 12-19 (<b>YYYYMMDD</b>):<br/>Target Date of Daily Delivery Output' set during the daily scheduled output process; e.g. The daily IS-XML file created for BA/British Airways on 12-Jul-2025 will be named as D-MXMLT-12520250712.ZIP/XML.</p> |
| Daily MISC Bilateral IS-XML Output File<br>(Location Specific) | SIS    | Billed Member | <p>Compressed:<br/>D-MXMLT-<b>BBB</b><b>YYYYMMDD</b>-L<b>MMMMMMMM</b>.ZIP</p> <p>Uncompressed:<br/>D-MXMLT-<b>BBB</b><b>YYYYMMDD</b>-L<b>MMMMMMMM</b>.XML</p> <p><b>BBB</b>:<br/>The Billing Member's Accounting Code. E.g. 125 = British Airways (BA), 001 = American Airlines (AA), 057 = Air France (AF).</p> <p><b>YYYYMMDD</b>:<br/>'Target Date of Daily Delivery Output' set during the daily scheduled output process. Even if a file is re-generated, this date will not change and will always indicate the originally determined target delivery date.</p> <p><b>MMMMMMMM</b>:</p>   |

| FILE TYPE  | SOURCE | DEST           | NAMING CONVENTION  |
|--|--------|----------------|--|
|  |        |                | The Location ID of the Billing Member for which file is generated. The length of this portion of the filename will range between 1 and 7. E.g. 12 = Location ID 12.  |
| On Behalf of Weekly invoice posting file - compressed and uncompressed | SIS    | Billing member | <p>Compressed (20 characters):<br/><b>A</b>IPF-<b>BBB</b><b>CCCCCCCC</b>.ZIP</p> <p>Uncompressed (20 characters):<br/><b>A</b>IPF-<b>BBB</b><b>CCCCCCCC</b>.XML</p> <p>Position 1 (<b>A</b>):<br/>Billing Category; M = Miscellaneous, U = UATP</p> <p>Positions 6-8 (<b>BBB</b>):<br/>Billing member's designator, zero filled &amp; right justified; e.g. 125 = British Airways (BA), 001 = American Airlines (AA), 057 = Air France (AF).</p> <p>Positions 9-16 (<b>CCCCCCCC</b>):<br/>Billing month and period. Represented as YYYYMMPP. E.g. 20250603 = Period 3 of June-2025.</p>  |
| On behalf of IS-XML files (MISC Location Specific)                     | SIS    | Billing Member | <p>Compressed:<br/>MIPF-<b>BBB</b><b>CCCCCCCC</b>-L<b>MMMMMMMM</b>.ZIP</p> <p>Uncompressed:<br/>MIPF-<b>BBB</b><b>CCCCCCCC</b>-L<b>MMMMMMMM</b>.XML</p> <p><b>BBB</b>:<br/>The Billing Member's Accounting Code. E.g. 125 = British Airways (BA), 001 = American Airlines (AA), 057 = Air France (AF).</p> <p><b>CCCCCCCC</b>:<br/>Billing month and period. Represented as YYYYMMPP. E.g. 20250603 = Period 3 of June-2025.</p> <p><b>MMMMMMMM</b>:<br/>The Location ID of the Billing Member for which file is generated. The length of this portion of the filename will range between 1 and 7. E.g. 12 = Location ID 12.</p> |

| FILE TYPE                                       | SOURCE         | DEST                   | NAMING CONVENTION   |
|---|----------------|------------------------|---|
| Supporting documents – provided in a batch mode | Billing Entity | SIS                    | <p>Supporting documents will be received by SIS in a compressed archive. The archive could contain documents as per (1) Folder based approach, or (2) Index file approach.</p> <p>Compressed (26 characters):<br/><b>ASDF-BBBTDDDDDDSSSSS</b>.ZIP</p> <p>Position 1 (<b>A</b>):<br/>Billing Category; M = Miscellaneous, U = UATP</p> <p>Positions 6–8 (<b>BBB</b>):<br/>Billing Entity's numeric code, zero filled &amp; right justified; e.g. 125 = British Airways (BA), 001 = American Airlines (AA), 057 = Air France (AF).</p> <p>Position 9 (<b>T</b>):<br/>Approach; F = Folder based, I = Index file based.</p> <p>Positions 10-17 (<b>DDDDDDDD</b>):<br/>Date of creation of archive by Billing Entity; format is YYYYMMDD. E.g. 16-Jul-2025 will be represented as 20250716.</p> <p>Positions 18-22 (<b>SSSSS</b>):<br/>Sequence of creation of archive within the date. If 25 archives are created by the airline, then the first file will have SSSSS = 00001, the next file will have 00002 and so on till 00025. Will reset to 00001 for every new day.</p> <p>When Index file based approach:<br/>1) Naming standard for the index file contained within the archive: INDEX.CSV or INDEX.XML (9 characters).<br/>2) No restrictions on actual supporting documents contained within the archive – as long as they are not named as INDEX.CSV or INDEX.XML</p> |
| Offline archive files (MISC Location Specific)  | SIS            | Billing/ Billed member | <p>Compressed:<br/>OAR-MISC-<b>A-BBB-CCCCCCCC-LMMMMMMM</b>.ZIP</p>  |

| FILE TYPE  | SOURCE | DEST                   | NAMING CONVENTION  |
|--|--------|------------------------|--|
|  |        |                        | <p><b>A</b> : R (when Recipient Member receives Receivables data) or P (when Recipient Member receives Payables data)</p> <p><b>BBB</b><br/>The recipient Member's Accounting Code. E.g. 125 = British Airways (BA), 001 = American Airlines (AA), 057 = Air France (AF).</p> <p><b>CCCCCCCC</b><br/>Billing month and period. Represented as YYYYMMPP. E.g. 20250603 = Period 3 of June-2025.</p> <p><b>MMMMMMMM</b><br/>The Location ID of the recipient Member for which file is generated. The length of this portion of the filename will range between 1 and 7. E.g. 12 = Location ID 12.</p> <p>Uncompressed:<br/>When uncompressed, the archive will contain a large number of varying files stored in a hierarchical folder structure, containing files at the appropriate folders.</p> |
| Daily MISC Bilateral Offline Archive File            | SIS    | Billed Member          | <p>Compressed:<br/><b>D-OAR-MISC-P-BBB-YYYYMMDD.ZIP</b></p> <p><b>Where:</b><br/><b>BBB</b>: Recipient Member's designator, zero filled &amp; right justified; e.g. 125 = British Airways (BA), 001 = American Airlines (AA), 057 = Air France (AF).</p> <p><b>YYYYMMDD</b> will be equal to 'Target Date of Daily Delivery Output' set during the daily scheduled output process;</p> <p>Uncompressed:<br/>When uncompressed, the archive will contain a large number of varying files stored in a hierarchical folder structure, containing files at the appropriate folders.</p>  |
| Daily Offline archive files (MISC Location Specific) | SIS    | Billing/ Billed member | <p>Compressed:<br/><b>D-OAR-MISC-P-BBB-YYYYMMDD-LMMMMMMM.ZIP</b></p>   |

| FILE TYPE                                     | SOURCE | DEST           | NAMING CONVENTION   |
|---|--------|----------------|---|
|   |        |                | <p><b>Where:</b><br/> <b>BBB:</b><br/> The recipient Member's Accounting Code. E.g. 125 = British Airways (BA), 001 = American Airlines (AA), 057 = Air France (AF).</p> <p><b>YYYYMMDD</b> will be equal to 'Target Date of Daily Delivery Output' set during the daily scheduled output process</p> <p><b>MMMMMMM:</b><br/> The Location ID of the recipient Member for which file is generated. The length of this portion of the filename will range between 1 and 7. E.g. 12 = Location ID 12.</p> <p>Uncompressed:<br/> When uncompressed, the archive will contain a large number of varying files stored in a hierarchical folder structure, containing files at the appropriate folders.</p> |
| Processed invoice CSV file to billing members | SIS    | Billing member | <p>A processed invoice CSV file is sent to billing member in compressed format i.e. ZIP format.</p> <p>File naming format for CSV file:</p> <p>Compressed (20 characters):<br/> PRINVF-<b>BBBDDDDDD</b>.ZIP</p> <p>Uncompressed (20 characters):<br/> PRINVF-<b>BBBDDDDDD</b>.CSV</p> <p>Position 8-10 (<b>BBB</b>):<br/> Airline's designator, zero filled &amp; right justified; e.g. 125 = British Airways (BA), 001 = American Airlines (AA), 057 = Air France (AF).</p> <p>Positions 12-17 (<b>DDDDDD</b>):<br/> Specifies Clearance Year and Month and Period. Format is YYMMPP. E.g. June 2025, Period 2 will be represented as 100602</p>   |

| FILE TYPE                                    | SOURCE | DEST           | NAMING CONVENTION  |
|--|--------|----------------|--|
| SIS Validation report – IS-XML               | SIS    | Billing Member | <p>Compressed (40 characters):<br/><b>A</b>XMLF-<b>BBBCCCCCCCC</b><b>TTTTTTTTTTTTTT</b>_VAL.ZIP</p> <p>Uncompressed (43 characters )<br/>Summary Report<br/><b>A</b>XMLF-<b>BBBCCCCCCCC</b><b>TTTTTTTTTTTTTT</b>_VAL_R1.CSV</p> <p>Detail Report<br/><b>A</b>XMLF-<b>BBBCCCCCCCC</b><b>TTTTTTTTTTTTTT</b>_VAL_R2.CSV</p> <p>Position 1 (<b>A</b>):<br/>Billing Category: M = Miscellaneous, U = UATP</p> <p>Positions 11-13 (<b>BBB</b>):<br/>Billing Entity's numeric code, zero filled &amp; right justified; e.g. 125 = British Airways (BA), 001 = American Airlines (AA), 057 = Air France (AF).</p> <p>Positions 14-21 (<b>CCCCCCCC</b>):<br/>Billing month and period. Represented as YYYYMMPP. E.g. 20250603 = Period 3 of June-2025.</p> <p>Positions 22-35 (<b>TTTTTTTTTTTTTT</b>):<br/>Timestamp of file creation by IS. 4 digit year, month in numeric, day, hour in 24h format, minutes, seconds.<br/>E.g. file created on 04-May-2025 at 5:27:31pm will have the timestamp 20250504172731.</p> |
| Supporting Documents Sanity Check CSV Report | SIS    | Billing Member | <p>The Sanity Check report for Batch Supporting Documents file will be created at the end of the validation process and provided to the Billing Entity. The csv report will be compressed and provided in zip format.</p> <p>File naming format:</p> <p>Compressed (26 characters):<br/><b>A</b>SDF-<b>BBBTTTTTTTTTTTTTT</b>.ZIP</p>   |

| FILE TYPE   | SOURCE | DEST           | NAMING CONVENTION  |
|---|--------|----------------|--|
|   |        |                | <p>Uncompressed (29 characters )<br/>Summary Report<br/><b>ASDF-<span style="color: red;">BBB</span>TTTTTTTTTTTTTT</b>_R1.CSV</p> <p>Detail Report<br/><b>ASDF-<span style="color: red;">BBB</span>TTTTTTTTTTTTTT</b>_R2.CSV</p> <p>Position 1 (<b>A</b>):<br/>Billing Category: M = Micellaneous, U = UATP</p> <p>Positions 6-8 (<b>BBB</b>):<br/>Billing Entity's numeric code, zero filled &amp; right justified; e.g. 125 = British Airways (BA), 001 = American Airlines (AA), 057 = Air France (AF).</p> <p>Positions 9-22 (<b>TTTTTTTTTTTTTT</b>):<br/>Timestamp of file creation by IS. 4 digit year, month in numeric, day, hour in 24h format, minutes, seconds.<br/>E.g. file created on 04-May-2025 at 5:27:31pm will have the timestamp 20250504172731.</p> |
| IS-XML File of MISC IS-WEB Invoices - compressed and uncompressed | SIS    | Billing member | <p>Compressed (25 characters):<br/>MWX- <b>BBB</b>TTTTTTTTTTTTTT.ZIP</p> <p>Uncompressed (25 characters):<br/>MWX- <b>BBB</b>TTTTTTTTTTTTTT.XML</p> <p>Positions 5-7 (<b>BBB</b>):<br/>Billing member's accounting code, zero filled &amp; right justified; e.g. 125 = British Airways (BA), 001 = American Airlines (AA), 057 = Air France (AF).</p> <p>Positions 8-21 (<b>TTTTTTTTTTTTTT</b>):<br/>Timestamp of file creation by IS. 4 digit year, month in numeric, day, hour in 24h format, minutes, seconds.<br/>E.g. file created on 04-May-2025 at 5:27:31pm will have the timestamp 20250504172731.</p>  |

| FILE TYPE  | SOURCE | DEST           | NAMING CONVENTION  |
|--|--------|----------------|--|
| IS-XML File of MISC IS-WEB Invoices (MISC Location Specific) | SIS    | Billing Member | <p>Compressed:<br/>MWX-<b>BBB</b><b>TTTTTTTTTTTTTT</b>-L<b>MMMMMMM</b>.ZIP</p> <p>Uncompressed:<br/>MWX-<b>BBB</b><b>TTTTTTTTTTTTTT</b>-L<b>MMMMMMM</b>.XML</p> <p><b>BBB:</b><br/>The Billing Member's Accounting Code. E.g. 125 = British Airways (BA), 001 = American Airlines (AA), 057 = Air France (AF).</p> <p><b>TTTTTTTTTTTTTT:</b><br/>Timestamp of file creation by IS. 4 digit year, month in numeric, day, hour in 24h format, minutes, seconds.<br/>E.g. file created on 04-May-2025 at 5:27:31pm will have the timestamp 20250504172731.</p> <p><b>MMMMMMM:</b><br/>The Location ID of the Billing Member for which file is generated. The length of this portion of the filename will range between 1 and 7. E.g. 12 = Location ID 12.</p> |
| UATP ATCAN CSV reconciliation file                           | SIS    | Billing member | <p>The CSV file for UATP reconciliation once a period and provided to the Billing Entity. The csv report will be compressed and provided in zip format.</p> <p>File naming format:</p> <p>Compressed (23 characters):<br/><b>ATCAN-P-<b>BBB</b>TTTTTTTTTT</b>.ZIP</p> <p>Uncompressed (23 characters )<br/><b>ATCAN-P-<b>BBB</b>TTTTTTTTTT</b>.CSV</p> <p>Positions 9-11(<b>BBB</b>):<br/>Billing Entity's numeric code, zero filled &amp; right justified; e.g. 125 = British Airways</p> <p>Positions 12-19( <b>TTTTTTTTTT</b>):<br/>Period of file creation by IS. 4 digit year, month in numeric, period.</p>  |

| FILE TYPE  | SOURCE  | DEST | NAMING CONVENTION  |
|--|---|------|--|
|  |   |      | E.g.: file created first period of December 2025 20251201  |
| MISC Receivables Payment Status Updates Input file - compressed and uncompressed | Transmitter/<br>Sender<br>(Billing<br>Member) | SIS  | <p>Compressed (25-34 characters):<br/>MRSF-<b>BBBDDDDDDDDSSSSS</b>.ZIP</p> <p>Uncompressed (25-34 characters):<br/>MRSF-<b>BBBDDDDDDDDSSSSS</b>.CSV</p> <p><b>R:</b><br/>To indicate that file is applicable for the updates on Receivables Invoices/Credit Notes.</p> <p><b>BBB:</b><br/>Transmitter's/Sender's accounting code, e.g. 125 = British Airways (BA), 001 = American Airlines (AA), 057 = Air France (AF). This has a <b>variable length</b> ranging from 3 to 12.</p> <p><b>DDDDDDDD:</b><br/>Should be a valid date in format YYYYMMDD. E.g. 20250715. This has a <b>fixed length</b> of 8.</p> <p><b>SSSSS:</b><br/>Sequence of creation of archive within the date. If 25 archives are created by the airline, then the first file will have SSSSS = 00001, the next file will have 00002 and so on till 00025. Will reset to 00001 for every new day. This has a <b>fixed length</b> of 5.</p> |
| MISC Payables Payment Status Updates Input file - compressed and uncompressed    | Transmitter/<br>Sender<br>(Billed<br>Member)  | SIS  | <p>Compressed (25-34 characters):<br/>MPSF-<b>BBBDDDDDDDDSSSSS</b>.ZIP</p> <p>Uncompressed (25-34 characters):<br/>MPSF-<b>BBBDDDDDDDDSSSSS</b>.CSV</p> <p><b>P:</b><br/>To indicate that file is applicable for the updates on Payables Invoices/Credit Notes.</p> <p><b>BBB:</b><br/>Transmitter's/Sender's accounting code, e.g. 125 = British Airways (BA), 001 = American Airlines (AA), 057 = Air France (AF). This has a <b>variable length</b> ranging from 3 to 12.</p>   |

| FILE TYPE  | SOURCE | DEST                          | NAMING CONVENTION  |
|--|--------|-------------------------------|--|
|  |        |                               | <p><b>DDDDDDDD</b>:<br/>Should be a valid date in format YYYYMMDD. E.g. 20250715. This has a <b>fixed length</b> of 8.</p> <p><b>SSSSS</b>:<br/>Sequence of creation of archive within the date. If 25 archives are created by the airline, then the first file will have SSSSS = 00001, the next file will have 00002 and so on till 00025. Will reset to 00001 for every new day. This has a <b>fixed length</b> of 5.</p>   |
| Validation Reports for<br>MISC Receivables Payment Status<br>Updates Input files<br>&<br>MISC Payables Payment Status Updates<br>Input files | SIS    | Transmitter                   | <p>Compressed (no fixed length):<br/><br/><b>&lt;Input File Name&gt;_VAL.ZIP</b></p> <p>Uncompressed:<br/><br/>Summary Report (no fixed length):<br/><b>&lt;Input File Name&gt;_VAL_R1.CSV</b></p> <p>Detailed Report (no fixed length):<br/><b>&lt;Input File Name&gt;_VAL_R2.CSV</b></p>   |
| Daily MISC Receivables Payment Status<br>Updates Output files - compressed and<br>uncompressed   | SIS    | Member<br>(Billing<br>Member) | <p>Compressed (20-29 characters):<br/>MRST-<b>BBBYYYYMMDD</b>.ZIP</p> <p>Uncompressed (20-29 characters):<br/>MRST-<b>BBBYYYYMMDD</b>.CSV</p> <p><b>BBB</b>:<br/>Transmitter's/Sender's accounting code, e.g. 125 = British Airways (BA), 001 = American Airlines (AA), 057 = Air France (AF). This has a <b>variable length</b> ranging from 3 to 12.</p> <p><b>YYYYMMDD</b>:<br/>The date on which the scheduled output file is generated. The same original date should be used even if the file is re-generated This has a <b>fixed length</b> of 8. E.g. 20250609</p> |

| FILE TYPE   | SOURCE   | DEST                         | NAMING CONVENTION   |
|---|--|------------------------------|---|
| Daily MISC Payables Payment Status Updates Output files - compressed and uncompressed | SIS  | Member<br>(Billed<br>Member) | <p>Compressed (20-29 characters):<br/>MPST-<b>BBB</b>YYYYMMDD.ZIP</p> <p>Uncompressed (20-29 characters):<br/>MPST-<b>BBB</b>YYYYMMDD.CSV</p> <p><b>BBB:</b><br/>Transmitter's/Sender's accounting code, e.g. 125 = British Airways (BA), 001 = American Airlines (AA), 057 = Air France (AF). This has a <b>variable length</b> ranging from 3 to 12.</p> <p><b>YYYYMMDD:</b><br/>The date on which the scheduled output file is generated. The same original date should be used even if the file is re-generated This has a <b>fixed length</b> of 8. E.g. 20250609</p>  |
| MISC Dispute Package - compressed and uncompressed                                    | Transmitter/<br>Sender<br>(Billing/Billed<br>Member of<br>Original<br>Invoice) | SIS                          | <p>MISC dispute package will be received by SIS in a compressed archive. The archive should contain:</p> <ul style="list-style-type: none"> <li>• A CSV file</li> <li>• A folder "SUPPDOCS"</li> </ul> <p><b>Compressed (25-34 characters):</b></p> <p>➤ MDMF-<b>BBBBBBBBBBBB</b>DDDDDDDD<b>SSSSS</b>.ZIP</p> <p><b>Uncompressed (25-34 characters):</b></p> <p>➤ MDMF-<b>BBBBBBBBBBBB</b>DDDDDDDD<b>SSSSS</b>.CSV</p> <p>➤ A folder "SUPPDOCS" (Fix length of 8 characters). This is an optional folder</p> <p><b>BBBBBBBBBBBB:</b><br/>Transmitter's/Sender's accounting code, e.g. 125 = British Airways (BA), 001 = American Airlines (AA), 057 = Air France (AF). This has a <b>variable length</b> ranging from 3 to 12.</p> <p><b>DDDDDDDD:</b><br/>Should be a valid date in format YYYYMMDD. E.g. 20250715. This has a <b>fixed length</b> of 8.</p> |

| FILE TYPE  | SOURCE | DEST                               | NAMING CONVENTION   |
|--|--------|------------------------------------|---|
|  |        |                                    | <p><b>SSSSS:</b><br/>The sequence of the creation of archive within the date. If 25 archives are created by the member, then the first file will have SSSSS = 00001, the next file will have 00002 and so on till 00025. The sequence will reset to 00001 for every new day. This has a <b>fixed length</b> of 5.</p>   |
| Validation Reports for MISC Dispute Package  | SIS    | Billing Member                     | <p><b>Compressed (no fixed length):</b><br/> <i>&lt;Input File Name&gt;</i>_VAL.ZIP</p> <p><b>Uncompressed (no fixed length):</b><br/>           Summary Report:<br/>               ➤ <i>&lt;Input File Name&gt;</i>_VAL_R1.CSV<br/>           Detailed Report:<br/> <i>&lt;Input File Name&gt;</i>_VAL_R2.CSV</p>  |
| <p>MISC Dispute file sent to Billing Member of Original Invoice<br/>compressed and uncompressed</p> <p>This Output will be sent when the status of the dispute is updated to 'Pending for Credit Note'</p> | SIS    | Billing Member of Original Invoice | <p><b>Compressed (20-35 characters):</b><br/>           MDCT-<i>BBBBBBBBBBBBTTTTTTTTTTTT</i>.ZIP</p> <p>Uncompressed (20-36 characters):<br/>           MDCT-<i>BBBBBBBBBBBBTTTTTTTTTTTT</i>.xlsx</p> <p><b>BBBBBBBBBBBB:</b><br/>           Accounting code of Billing Member of Original Invoice, e.g. 125 = British Airways (BA), 001 = American Airlines (AA), 057 = Air France (AF). This has a <b>variable length</b> ranging from 3 to 12.</p> <p><b>TTTTTTTTTTTT:</b><br/>           4 digit year, month in numeric, day, an hour in 24h format, minutes, seconds. For example, 20250605170001.</p> |

## 11.2 IS-XML Invoice Standard

The IS-XML Invoice Standard is based on the existing IATA Aviation Invoice standard and enhanced to meet the requirements of SIS.

Refer to the following documents used to define IS-XML:

- SIS P3 – IATA IS-XML Invoice Standard - vN.xls: defines the structure and layout of the elements within the IS-XML specification.
- IATA\_IS-XML\_Standard\_Base\_Datatypes\_vN.xsd: defines the basis data types used in the schema
- IATA\_IS-XML\_Standard\_Main\_Dictionary\_vN.xsd: the standard dictionary
- IATA\_IS-XML\_Standard\_Custom\_Dictionary\_vN.xsd: Some elements of the standard are partly open ended, partly dictionary defined. The part that is dictionary defined is documented in the standard dictionary. In the custom dictionary, an implementer can document the additional values that his organization wants to use for these fields.
- IATA\_IS-XML\_Invoice\_Standard\_vN.xsd: the schema for the IS-XML Invoice Standard itself
- Sample IS-XML input and output files are available on the SIS website.

These schemas have been published on the SIS website.

### 11.3 Supporting Documents Sanity Check CSV Report

Sanity checks will be performed by IS for supporting documents provided in a batch mode by a member.

1. Batch mode means supporting documents provided in:
  - a. Folder Based Approach
  - b. Index File Based Approach (index file may be in CSV or XML format).
2. There will be a minimum of 1 / maximum of 2 reports produced.
3. A **Summary** report will always be generated when the sanity check process is run on a batch file containing supporting documents, irrespective of its outcome:
  - a. Complete pass
  - b. Complete failure
  - c. Partial failure
4. A **Detailed** report will be produced only when there is a complete or partial sanity check failure on the file.
5. Both reports will in CSV format.
  - a. The Summary report will always contain only one row
  - b. The Detailed report may contain one or more rows; depending on the number of sanity check errors encountered.

**Refer to the table below, which explains when a detailed report is produced.**

Table 1

| File type    | Outcome                       | Outcome Code | Detailed Report Provided? |
|--------------|-------------------------------|--------------|---------------------------|
| Folder Based | Sanity Check Passed           | AOK          | No                        |
| Index Based  | Sanity Check Passed           | AOK          | No                        |
| Folder Based | Complete Sanity Check Failure | CER          | Yes                       |
| Index Based  | Complete Sanity Check Failure | CER          | Yes                       |
| Folder Based | Partial Sanity Check Failure  | PER          | Yes                       |
| Index Based  | Partial Sanity Check Failure  | PER          | Yes                       |

**Format of Summary Report:**

Table 2

| Serial # | Column                                    | Description  | Format | Example                    |
|----------|---|--|--------|----------------------------|
| 1        | Filename                                  | The name of the batch file for which this report is produced   | 26 A/N | SDF-220F20250504172731.ZIP |
| 2        | Outcome Code                              | The outcome/result of the sanity check process. Refer to Table 1 above for valid values.                               | 3 A/N  | PER                        |
| 3        | Supporting Documents Accepted             | Will be populated only when Outcome Code = AOK or PER  | 6N     | 518                        |
| 4        | Supporting Documents Rejected             | Will be populated only when Outcome Code = CER or PER  | 6N     | 25                         |
| 5        | Count of Error Details in Detailed Report | Will be populated only when Outcome Code = CER or PER. This will indicate the number of records in the Detailed Report | 6N     | 25                         |

**Format of Detailed Report:**

Table 3

| Serial # | Column            | Description  | Format              | Example  |
|----------|-------------------|--|---------------------|--|
| 1        | Serial No.        | The Serial Number of the Record  | 6N                  | 6  |
| 2        | Filename          | The name of the batch file for which this report is produced                               | 26 A/N              | SDF-220F20250504172731.ZIP   |
| 3        | Error Code        | Refer to Table 4 for valid values  | 3 A/N               | MIZ  |
| 4        | Error Description | May or may not be populated, will depend on Error Code. Refer to Table 4 for valid values. | No definite length. | \\AttachmentTransmission\AttachmentHeader\InvoiceHeader[4]\BilledMember\InvoiceAttachments:1:abc.txt |

**Error Codes and details provided in field Error Description:**

Where column 'Details Provided in field Error Description' indicates "None"; no details will be provided.

Table 4

| Batch Mode Type | Outcome                       | Error Type   | Error Code | Details Provided in Field 'Error Description'   |
|-----------------|-------------------------------|--|------------|---|
| Folder Based    | Complete Sanity Check Failure | Duplicate File   | DUP        | None.   |
| Folder Based    | Complete Sanity Check Failure | Unsuccessful De-Compression  | DEC        | None.   |
| Folder Based    | Complete Sanity Check Failure | Unacceptable Characters (Control characters) in the folder / supporting documents name                           | CON        | Complete folder path starting from level 1 till the folder name where the control character was encountered. Control characters will be replaced by character '~' when providing details.<br>Example:<br>\\220\2025\09\01\0125\M\INV100\00~4  |
| Folder Based    | Complete Sanity Check Failure | Transmitter Origin Check failed (e.g. XX's file found in IS' YY's folder)  | TOC        | Airline code of the SIS folder in which file was detected.<br>Example: BA-125   |
| Folder Based    | Complete Sanity Check Failure | Transmitter IS Status Check failed   | TSC        | Status of transmitter as per the Member Profile.<br>Example: Restricted   |
| Folder Based    | Complete Sanity Check Failure | Incorrect levels of folders  | ILF        | (1) If less no. of folders were provided as against what was expected: Complete folder path starting from level 1 till the folder name where anomaly detected (i.e. the point from which more folders were expected)<br>Example: \\220\2025\09\01\125\M\INV100<br>(2) If more no. of folders were provided as against what was expected: Complete folder path starting from level 1 till the folder name where anomalies detected (i.e. the point to which the last unacceptable level was detected)<br>Example:\\<br>\\220\2025\09\01\125\M\INV100\00456\00033\67221\500 |
| Folder Based    | Complete Sanity Check Failure | Bad folder names (e.g. alpha-numeric value found for Batch Sequence Number)                                      | FBN        | Complete folder path starting from level 1 till the folder with the bad name.<br>Example:<br>\\220\2025\09\01\125\M\INV100\ABC  |
| Folder Based    | Complete Sanity Check Failure | Supporting documents (files with an extension) exist in a level where they should not exist.                     | UFD        | Complete folder path starting from level 1 till the folder that contains documents (but which actually should not).<br>Example:<br>\\220\2025\09\01\125\M\INV100\   |
| Folder Based    | Complete Sanity Check Failure | The billing member's numeric code defined as the folder names do not exist as valid airline codes in the system. | BMC        | Complete folder path starting from level 1 till the folder that contains the un-identified member code as the folder name.<br>Example:<br>\\220\2025\09\01\0000   |
| Index Based     | Complete Sanity Check Failure | Duplicate File   | DUP        | None.   |
| Index Based     | Complete Sanity Check Failure | Unsuccessful De-Compression  | DEC        | None.   |

| Batch Mode Type | Outcome                       | Error Type   | Error Code | Details Provided in Field 'Error Description'   |
|-----------------|-------------------------------|--|------------|---|
| Index Based     | Complete Sanity Check Failure | Unacceptable Characters (Control characters) within the index file   | CON        | <p>(1) When index file was in CSV format:<br/>Physical line number and position where control character was detected. Delimiter between line number and position will be a colon (:).</p> <p>Example:47:24</p> <p>(2) When index file was in XML format: "X" path with node occurrence details where control character was detected.</p> <p>Example:<br/>\\AttachmentTransmission\<br/>AttachmentHeader\InvoiceHeader[4]\<br/>InvoiceAttachments[1]\ AttachmentNumber</p> <p>Node occurrence in the "X" path will be defined within box brackets. The first occurrence will be indicated as [1], the second occurrence as [2] and so on.</p>  |
| Index Based     | Complete Sanity Check Failure | Transmitter Origin Check failed (e.g. XX's file found in IS' YY's folder)                                      | TOC        | <p>Airline code of the SIS folder in which file was detected.<br/>Example: BA-125</p>   |
| Index Based     | Complete Sanity Check Failure | Transmitter IS Status Check failed   | TSC        | <p>Status of transmitter as per the Member Profile.<br/>Example: Restricted</p>   |
| Index Based     | Complete Sanity Check Failure | Missing Index File in the zip  | NIF        | None.   |
| Index Based     | Complete Sanity Check Failure | More than one Index File is present in the zip.  | MIF        | None.   |
| Index Based     | Complete Sanity Check Failure | The billing member's numeric codes defined within the index do not exist as valid airline codes in the system. | BMC        | <p>(1) When index file was in CSV format:<br/>Physical line number and position where unknown member code was detected. Delimiter between line number and position will be a colon (:).</p> <p>Example:<br/>47:13</p> <p>(2) When index file was in XML format:<br/>"X" path with node occurrence details and Member Code where unknown member code was detected. Delimiter between "X" path and member code will be colon (:).</p> <p>Example:<br/>\\AttachmentTransmission\<br/>AttachmentHeader\InvoiceHeader[4]\<br/>BilledMember:0000</p> <p>Node occurrence in the "X" path will be defined within box brackets. The first occurrence will be indicated as [1], the second occurrence as [2] and so on.</p> |

| Batch Mode Type | Outcome                       | Error Type  | Error Code | Details Provided in Field 'Error Description'   |
|-----------------|-------------------------------|---|------------|---|
| Index Based     | Complete Sanity Check Failure | The value of the Billing Member's code changes within the index file.   | IBM        | <p>(1) When index file was in CSV format:<br/>Physical line number and position where the different/inconsistent Billing Member code was detected. Delimiter between line number and position will be a colon (:).</p> <p>For the purpose of this check, the system shall consider the Billing Member code that occurred first within the index file to be the 'correct' one.</p> <p>Example:<br/>47:9</p> <p>(2) When index file was in XML format:<br/>Not applicable. The value of the Billing Member occurs only once and it shall be considered as the 'correct' one.</p>  |
| Index Based     | Complete Sanity Check Failure | The supporting document linking deadline has passed (XML)   | BIF        | "Supporting Documents deadline has passed for the Billing Period {XXX}".  |
| Index Based     | Complete Sanity Check Failure | The format of the index file (CSV or XML) is incorrect as compared to the specifications.   | BIF        | None.   |
| Folder Based    | Partial Sanity Check Failure  | Supporting document has an unacceptable extension. This is applicable when other sanity checks pass and only some but not all supporting documents are detected with an unacceptable extension. | SUE        | <p>Complete folder path starting from level 1 till the folder that contains the unacceptable file + filename of the unacceptable file.</p> <p>Example:<br/>\\220\2025\09\01\125\MI\INV100\00456\00033\info1.doc</p>   |
| Index Based     | Partial Sanity Check Failure  | Supporting document has an unacceptable extension. This is applicable when other sanity checks pass and only some but not all supporting documents are detected with an unacceptable extension. | SUE        | <p>(1) When index file was in CSV format:<br/>Physical line number, position and unacceptable filename. Delimiter between line number, position and filename will be a colon (:).</p> <p>Example:<br/>32:45:info2.doc</p> <p>(2) When index file was in XML format:<br/>"X" path with node occurrence details + AttachmentNumber + unacceptable AttachmentFileName. Delimiter between "X" path, AttachmentNumber and AttachmentFileName will be a colon (:).</p> <p>Example:<br/>\\AttachmentTransmission\<br/>AttachmentHeader\InvoiceHeader[4]<br/>BilledMember\InvoiceAttachments:6:info3.doc</p> <p>Node occurrence in the "X" path will be defined within box brackets. The first occurrence will be indicated as [1], the second occurrence as [2] and so on.</p> |

| Batch Mode Type | Outcome                      | Error Type   | Error Code | Details Provided in Field 'Error Description'  |
|-----------------|------------------------------|--|------------|--|
| Index Based     | Partial Sanity Check Failure | Attachment File Names defined in the index file do not exist in the zip.   | MIZ        | <p>(1) When index file was in CSV format:<br/>Physical line number, position and filename as per index file. Delimiter between line number, position and filename will be a colon (:).</p> <p>Example:<br/>47:45:abc.txt</p> <p>(2) When index file was in XML format:<br/>"X" path with node occurrence details + AttachmentNumber + AttachmentFileName (which was not provided in the zip). Delimiter between "X" path, AttachmentNumber and AttachmentFileName will be a colon (:).</p> <p>Example:<br/>\\AttachmentTransmission\<br/>AttachmentHeader\InvoiceHeader[4]\<br/>BilledMember\InvoiceAttachments:1:abc.txt</p> <p>Node occurrence in the "X" path will be defined within box brackets. The first occurrence will be indicated as [1], the second occurrence as [2] and so on.</p> |
| Index Based     | Partial Sanity Check Failure | <p>File names of attachments in the zip do not exist in the index file.</p> <p>Note: <b>SIS will delete such files from the system</b></p>   | MII        | <p>The name of the file that was provided in the zip, but was missing in the index file.<br/>Example: Prorateslip.pdf has been deleted by the system</p>   |
| Folder Based    | Partial Sanity Check Failure | <p>Supporting documents (contained in the acceptable levels) have an unacceptable extension.</p> <p>Note: <b>SIS will delete such files from the system</b></p>  | AUE        | <File Name> has been deleted by the system   |
| Folder Based    | Partial Sanity Check Failure | <p>Supporting documents have an unacceptable extension. This includes non neutral file extensions not supported by the Billed Member as well as potentially dangerous file extensions as described in Chapter</p> <p>Note: <b>SIS will delete such files from the system</b></p> | AUE        | <File Name> has been deleted by the system   |

| Batch Mode Type | Outcome                      | Error Type   | Error Code | Details Provided in Field 'Error Description' |
|-----------------|------------------------------|--|------------|---|
| Index Based     | Partial Sanity Check Failure | Supporting documents (contained in the acceptable levels) have an unacceptable extension.<br><br>Note: <b>SIS will delete such files from the system</b> | AUE        | <File Name> has been deleted by the system    |
| Folder Based    | Partial Sanity Check Failure | Supporting documents contained in non acceptable levels<br><br>Note: <b>SIS will delete such files from the system</b>                                   | ANE        | <File Name> has been deleted by the system    |
| Index Based     | Partial Sanity Check Failure | Supporting documents contained in non acceptable levels<br><br>Note: <b>SIS will delete such files from the system</b>                                   | ANE        | <File Name> has been deleted by the system    |
| Folder Based    | Partial Sanity Check Failure | Individual Supporting document file size is more than 25 MB<br><br>Note: <b>SIS will delete such files from the system</b>                               | MFS        | <File Name> has been deleted by the system    |
| Index Based     | Partial Sanity Check Failure | Individual Supporting document file size is more than 25 MB<br><br>Note: <b>SIS will delete such files from the system</b>                               | MFS        | <File Name> has been deleted by the system    |

## 11.4 Reference Data Update CSV File

| Serial No | Column                             | Description   | Format | Example                    |
|-----------|------------------------------------|---|--------|----------------------------|
| 1         | Serial No                          | The Serial Number of the Record   | 5N     | 1                          |
| 2         | Member Prefix                      | The numeric airline code or the Alpha numeric Supplier code which uniquely identifies the participant | 3A/N   | 125                        |
| 3         | Location Id                        | The Location ID of the Reference Data   | 7A/N   | MAIN                       |
| 4         | Company Legal Name                 | The Legal Name of the Participant   | 100A/N | BRITISH AIRWAYS PLC        |
| 5         | Tax/VAT Registration ID            | The Tax or VAT Number of the Participant  | 25A/N  | GB 222452988               |
| 6         | Additional Tax/VAT Registration ID | Additional Tax or VAT Number of the Participant   | 25A/N  | GB 222452988               |
| 7         | Company Registration ID            | The Company Registration ID of the Participant  | 25A/N  | 3699618                    |
| 8         | Address Line 1                     | The Address Line 1 details of the Participant   | 70 A/N | Waterside HDA1(R60)        |
| 9         | Address Line2                      | The Address Line 2 details of the Participant   | 70 A/N | Building 869 Northolt Road |
| 10        | Address Line3                      | The Address Line 3 details of the Participant   | 70 A/N | Heathrow Airport           |
| 11        | City Name                          | City Name of the Participants Location  | 50 A/N | London                     |
| 12        | Subdivision Code                   | Code for a State, Province, County, or Department as defined in ISO 3166-2                            | 3 A/N  | HNS                        |
| 13        | Subdivision Name                   | Name of the State, Province, County or Department   | 50 A/N | Hounslow                   |
| 14        | Country Code                       | Country code as defined in ISO 3166-1   | 2 A/N  | GB                         |
| 15        | Country Name                       | Country Name of the Participants Location   | 50 A/N | Great Britain              |
| 16        | Postal Code                        | Postal Code of the Participants Location  | 50 A/N | TW6 2JA                    |

## 11.5 Supporting Documents - CSV Index file

The specifications for the UATP CSV index files are as defined below:

| Serial No | Column               | Description  | Format                           | Example         |
|-----------|----------------------|--|----------------------------------|-----------------|
| 1         | Serial No            | The Serial Number of the Record  | 10N                              | 1               |
| 2         | Billing Entity Code  | The numeric airline code or Alphanumeric Supplier Code of the Billing Entity   | 3 A/N<br>(left padded with zero) | 220             |
| 3         | Clearance Month      | The Clearance Month of billing   | YYYYMM                           | 202510          |
| 4         | Period               | Period no of the Clearance Month   | 2N<br>(left padded with zero)    | 02              |
| 5         | Billed Entity Code   | The numeric airline code or Alphanumeric Supplier Code of the Billed Entity  | 3 A/N<br>(left padded with zero) | 125             |
| 6         | Billing Category     | The Billing Category for which Supporting Documents is being provided. Following are the valid values are:<br><br>U – UATP   | 1A                               | P               |
| 7         | Invoice Number       | The Invoice number details   | 10A/N                            | INV001          |
| 11        | Attachment File Name | The attachment file name including the relative path to access it (if any).If there are multiple attachments to be linked to the same transaction then data in columns 2- 9 will be repeated and a different file name will be referenced. The contents should be enclosed within double quotes.(The Attachment file name should contain no more than 65 A/N characters including the extension. | 65 A/N                           | ProrateSlip.txt |

### Note

Note 3: There should be no column headers in this csv file when providing it to SIS.

The specifications for the MISC CSV index file are as defined below:

| Serial No | Folder Element      | Description  | Format                           | Example | M/O |
|-----------|---------------------|--|----------------------------------|---------|-----|
| 1         | Serial No           | The Serial Number of the Record  | 10N                              | 1       | M   |
| 2         | Billing Entity Code | The numeric airline code or Alphanumeric Supplier Code of the Billing Entity | 3 A/N<br>(left padded with zero) | 125     | M   |
| 3         | Clearance Month     | The Clearance Month of billing   | YYYYMM                           | 202509  | M   |
| 4         | Period              | Period no of the Clearance Month   | 2N<br>(left padded with zero)    | 01      | M   |

| Serial No | Folder Element       | Description   | Format                           | Example    | M/O |
|-----------|----------------------|---|----------------------------------|------------|-----|
| 5         | Billed Entity Code   | The numeric airline code or Alphanumeric Supplier Code of the Billed Entity   | 3 A/N<br>(left padded with zero) | 220        | M   |
| 6         | Billing Category     | The Billing Category for which Supporting Documents is being provided:<br>M – MISC  | 1A                               | M          | M   |
| 7         | Invoice Number       | Invoice Number  | 10A/N                            | INV500     | M   |
| 8         | Attachment File Name | The file name (or relative path with the filename) of the Supporting Document included along with the Index file. If there are multiple attachments to be linked to the same transaction then data in columns 2- 9 will be repeated and a different file name will be referenced. The contents should be enclosed within double quotes. | 65 A/N                           | file-k.txt | M   |

## 11.6 Supporting Documents - XML Index file

The XML Specification for UATP is as given below. Also refer to file AttachmentTransmission.xsd for the Schema Definition

| Structure / Elements              |   |   |   |   |   |   |   | Repeat | Type | Size | Values                        | Description   |
|-----------------------------------|---|---|---|---|---|---|---|--------|------|------|-------------------------------|---|
| 0                                 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |        |      |      |                               |   |
| <b>AttachmentTransmission</b>     |   |   |   |   |   |   |   | 1      |      |      |                               | Defines a Supporting attachment File.   |
| <b>AttachmentHeader</b>           |   |   |   |   |   |   |   | 1      |      |      |                               | Header Information of the Attachment Details File   |
| Version                           |   |   |   |   |   |   |   | 1      | AN   | 50   | "IATA:SISAttachmentsV4.3.0.0" | Current version number of the specification   |
| TransmissionID                    |   |   |   |   |   |   |   | 0-1    | AN   | 50   |                               | Unique identifier for the TransmissionMessage.  |
| BillingMember                     |   |   |   |   |   |   |   | 1      | AN   | 3    |                               | Member Prefix (220 in case of Lufthansa, 001 in case of American Airlines)  |
| ClearanceMonth                    |   |   |   |   |   |   |   | 1      | DT   | 4    |                               | Clearance Month for which the supporting is getting linked. This should be in MMY format  |
| PeriodNumber                      |   |   |   |   |   |   |   | 1      | AN   | 2    |                               | Clearance Period on for which the Invoice Details are to be linked  |
| BillingCategory                   |   |   |   |   |   |   |   | 1      | AN   | 1    |                               | Type of Invoice: M-Misc, U-UATP   |
| <b>InvoiceHeader</b>              |   |   |   |   |   |   |   | 1-oo   |      |      |                               |   |
| BilledMember                      |   |   |   |   |   |   |   | 1      | AN   | 3    |                               | Member Prefix (220 in case of Lufthansa, 001 in case of American Airlines)  |
| InvoiceNumber                     |   |   |   |   |   |   |   | 1      | AN   | 10   |                               | Invoice Number details  |
| <b>InvoiceAttachments</b>         |   |   |   |   |   |   |   | 0-oo   |      |      |                               | Only UATP supporting documents can be attached at either the Invoice Header or Line Item levels. attachments must be attached at the coupon level.                            |
| AttachmentNumber                  |   |   |   |   |   |   |   | 1      | N    | 5    |                               | Serial number for Invoice Attachments   |
| AttachmentFileName                |   |   |   |   |   |   |   | 1      | AN   | 65   |                               | The attachment file name including the relative path to access it (if any). The filename of the attachment should contain no more than 65 characters including the extension. |
| <b>BatchDetails</b>               |   |   |   |   |   |   |   | 0-oo   | N    | 5    |                               |   |
| BatchNumber                       |   |   |   |   |   |   |   | 1      | N    | 5    |                               | The Batch Number within the Invoice   |
| SequenceNumber                    |   |   |   |   |   |   |   | 1      | N    | 5    |                               | The Seq. No within the Batch  |
| <b>LineItemDetailsAttachments</b> |   |   |   |   |   |   |   | 0-oo   |      |      |                               |   |
| AttachmentNumber                  |   |   |   |   |   |   |   | 1      | N    | 5    |                               | Serial number for Line Item Details Attachments   |



| Structure / Elements |   |   |   |   |                                    |   |   |         |        |      |      |        |  |
|----------------------|---|---|---|---|------------------------------------|---|---|---------|--------|------|------|--------|--|
| 0                    | 1 | 2 | 3 | 4 | 5                                  | 6 | 7 | {level} | Repeat | Type | Size | Values | Description  |
|                      |   |   |   |   | AttachmentFileName                 |   |   |         | 1      | AN   | 65   |        | The attachment file name including the relative path to access it (if any). (The filename of the attachment should contain no more than 65 characters including the extension. |
|                      |   |   |   |   | <b>BreakdownDetails</b>            |   |   |         | 0-00   |      |      |        |  |
|                      |   |   |   |   | BreakdownSerialNumber              |   |   |         | 1      | N    | 5    |        | Serial number for Breakdown Details  |
|                      |   |   |   |   | <b>BreakdownDetailsAttachments</b> |   |   |         | 1-00   |      |      |        |  |
|                      |   |   |   |   | AttachmentNumber                   |   |   |         | 1      | N    | 5    |        | Serial number for Breakdown Details Attachments  |
|                      |   |   |   |   | AttachmentFileName                 |   |   |         | 1      | AN   | 500  |        | The attachment file name including the relative path to access it (if any)   |

These schemas have been published on the SIS website.

The XML Specification for MISC is as given below. Also refer to file AttachmentTransmission\_MISC.xsd for the Schema Definition

| Structure / Elements          |                         |   |   |   |                |   |   |         |        |      |      |        |  |
|-------------------------------|-------------------------|---|---|---|----------------|---|---|---------|--------|------|------|--------|--|
| 0                             | 1                       | 2 | 3 | 4 | 5              | 6 | 7 | {level} | Repeat | Type | Size | Values | Description  |
| <b>AttachmentTransmission</b> |                         |   |   |   |                |   |   |         | 1      |      |      |        | Defines a Supporting attachment File.  |
|                               | <b>AttachmentHeader</b> |   |   |   |                |   |   |         | 1      |      |      |        | Header Information of the Attachment Details File                              |
|                               |                         |   |   |   | Version        |   |   |         | 1      | AN   | 50   |        | The current version number of the specification                                |
|                               |                         |   |   |   | TransmissionID |   |   |         | 0-1    | AN   | 50   |        | Unique identifier for the TransmissionMessage.                                 |
|                               |                         |   |   |   | BillingMember  |   |   |         | 0-1    | AN   | 3    |        | Member Prefix (220 in case of Lufthansa, 001 in the case of American Airlines) |
|                               |                         |   |   |   | ClearanceMonth |   |   |         | 0-1    | DT   | 4    |        | Clearance Month for which the supporting is getting linked.                    |



| Structure / Elements |   |   |   |   |   |   |                           |         |        |      |      |        |  |  |
|----------------------|---|---|---|---|---|---|---------------------------|---------|--------|------|------|--------|--|--|
| 0                    | 1 | 2 | 3 | 4 | 5 | 6 | 7                         | {level} | Repeat | Type | Size | Values | Description  |  |
|                      |   |   |   |   |   |   | PeriodNumber              |         | 0-1    | AN   | 2    |        | Clearance Period on for which the Invoice Details are to be linked             |  |
|                      |   |   |   |   |   |   | BillingCategory           |         | 0-1    | AN   | 1    | M      | Type of Invoice: M-Misc  |  |
|                      |   |   |   |   |   |   | <b>InvoiceHeader</b>      |         | 1-00   |      |      |        |  |  |
|                      |   |   |   |   |   |   | BilledMember              |         | 0-1    | AN   | 3    |        | Member Prefix (220 in case of Lufthansa, 001 in the case of American Airlines) |  |
|                      |   |   |   |   |   |   | InvoiceNumber             |         | 1      | AN   | 10   |        | Invoice Number details   |  |
|                      |   |   |   |   |   |   | <b>InvoiceAttachments</b> |         | 0-00   |      |      |        |  |  |
|                      |   |   |   |   |   |   | AttachmentNumber          |         | 1      | N    | 5    |        | Serial number for Invoice Attachments  |  |
|                      |   |   |   |   |   |   | AttachmentFileName        |         | 1      | AN   | 65   |        | The attachment file name including the relative path to access it (if any)     |  |

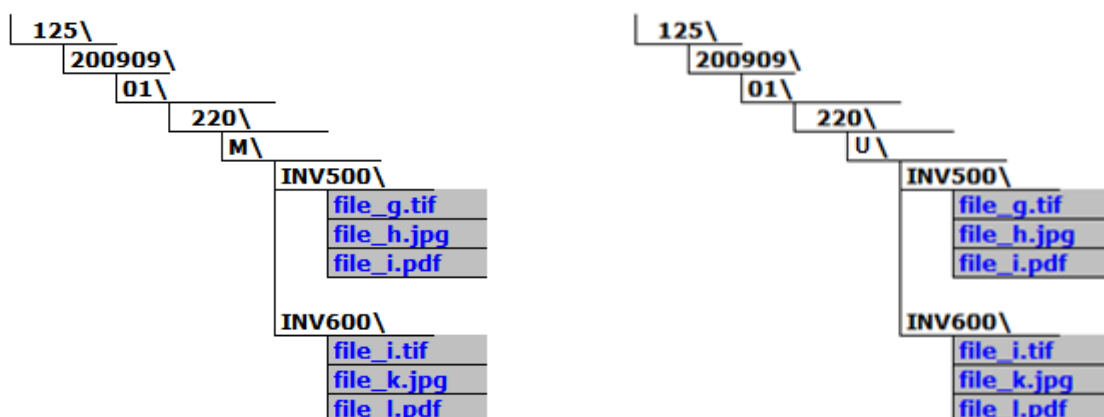
This schema has been published on the SIS website.

## 11.7 Supporting Documents - Folder Based Approach

In case of Miscellaneous and UATP Billings, the Supporting Documents will have to be arranged in the following directory structure:

*Billing Airline\ Clearance Month\ Clearance Period\ Billed Airline\ Invoice Type\ Invoice Number\*

Example:



The specifications for the folder structure to be followed are as defined below:

| Serial No | Folder Element       | Description   | Format                           | Example |
|-----------|----------------------|---|----------------------------------|---------|
| 1         | Billing Entity Code  | The numeric airline code or Alphanumeric Supplier Code of the Billing Entity                  | 3 A/N<br>(left padded with zero) | 125     |
| 2         | Clearance Year/Month | The Clearance Year/Month of billing   | YYYYMM                           | 202509  |
| 3         | Period               | Period no of the Clearance Month  | 2N<br>(left padded with zero)    | 01      |
| 4         | Billed Entity Code   | The numeric airline code or Alphanumeric Supplier Code of the Billed Entity                   | 3 A/N<br>(left padded with zero) | 220     |
| 5         | Invoice Type         | The Billing Category for which Supporting Documents is being provided:<br>M – MISC<br>U- UATP | 1A                               | M, U    |
| 6         | Invoice Number       | Invoice Number  | 10A/N                            | INV500  |

## 11.8 MISC Document Package Files

| FILE TYPE   | SOURCE                 | DEST. | NAMING CONVENTION   |
|---|------------------------|-------|---|
| Input MISC Document Package Files from Sending Members to SIS | Transmitter/<br>Sender | SIS   | <p>Compressed (31-70 characters):<br/> <b>MDPF-<del>TTT</del>-<del>YYYY</del>-<del>SSSSSSSSSSSS</del>-<del>SLLLLLL</del>-<del>RRRRRRRRRRRR</del>-<del>RLLLLLL</del>-<del>NNNNNNNNNN</del>.zip</b></p> <p>Uncompressed File should contain folder. The naming convention of this folder should be as defined below (27-66 characters):<br/> <b>MDPF-<del>TTT</del>-<del>YYYY</del>-<del>SSSSSSSSSSSS</del>-<del>SLLLLLL</del>-<del>RRRRRRRRRRRR</del>-<del>RLLLLLL</del>-<del>NNNNNNNNNN</del></b></p> <p>Where,</p> <p><b>MDPF</b> →</p> <ol style="list-style-type: none"> <li>Will be a static/fixed value which will indicate to the system that the received file is a Input MISC Document Package to SIS</li> <li>Length and data type → 4 AN (fixed length of 4)</li> </ol> <p><b><del>TTT</del></b> →</p> <ol style="list-style-type: none"> <li>Will indicate the 'Package Type'</li> <li>Length and data type → 3 AN (fixed length of 3) <ol style="list-style-type: none"> <li>Purchase order - <b>POD</b></li> <li>Work order - <b>WOD</b></li> <li>Fuel Tendering - <b>FTD</b></li> <li>Fuel Order - <b>FOD</b></li> <li>IATA Fuel XML invoice standard - <b>IXI</b></li> <li>IATA Fuel XML transaction standard - <b>IXT</b></li> <li>Operational data - <b>OTD</b></li> <li>Other - <b>OTH</b></li> </ol> </li> </ol> <p><b>YYYY</b> →</p> <ol style="list-style-type: none"> <li>Indicates the calendar year (e.g. 2025) in which the package is submitted to SIS</li> </ol> |

| FILE TYPE   | SOURCE | DEST.          | NAMING CONVENTION  |
|---|--------|----------------|--|
|   |        |                | <p>f. Having this in the filename helps maintains uniqueness since the same package number for the 'Package Type' can be reused between the same Sender/Receiver pair every calendar year</p> <p>g. Length and data type → 4 N (fixed length of 4)<br/><b>SSSSSSSSSSSS</b> →</p> <p>h. Will indicate the Accounting Code of the Sending Member</p> <p>i. Length and data type → 3-12 AN (variable length)<br/><b>SLLLLLL</b> →</p> <p>j. Will indicate the Location Code of the Sending Member</p> <p>k. Length and data type → 1-7 AN (variable length)<br/><b>RRRRRRRRRRRR</b> →</p> <p>l. Will indicate the Accounting Code of the Receiving Member</p> <p>m. Length and data type → 3-12 AN (variable length)<br/><b>RLLLLLL</b> →</p> <p>n. Will indicate the Location Code of the Receiving Member</p> <p>o. Length and data type → 1-7 AN (variable length)<br/><b>NNNNNNNNNN</b> →</p> <p>p. Will indicate the Unique Number of the Document Package, assigned by the Sending Member</p> <p>q. Length and data type → 1-10 N (variable length)<br/><b>.zip</b> →</p> <p>r. The extension, which should always be zip (packages should be compressed and sent to SIS)</p> <p>s. Length and data type → 4 AN (fixed length of 4)</p> |
| Validation Report for "MISC Document Package Files" | IS     | Sending Member | <p>Compressed:</p> <p><b>&lt;Input File Name&gt;_VAL.ZIP</b></p> <p>Uncompressed:</p> <p>Summary Report:</p> <p><b>&lt;Input File Name&gt;_VAL_R1.CSV</b></p>  |

| FILE TYPE   | SOURCE | DEST.            | NAMING CONVENTION   |
|---|--------|------------------|---|
|   |        |                  | Detailed Report:<br><Input File Name>_VAL_R2.CSV  |
| Output MISC Document Package File, sent by SIS to Receiving Members | SIS    | Receiving Member | <p>Compressed (35-74 characters):<br/>MDPT-TTT-YYYYMMDD-RRRRRRRRRR-RLLLLLL-SSSSSSSSSS-SLLLLLL-NNNNNNNNNN.zip</p> <p>Uncompressed File should contain folder. The naming convention of this folder should be as defined below (27-66 characters):<br/>MDPT-TTT-YYYY-RRRRRRRRRR-RLLLLLL-SSSSSSSSSS-SLLLLLL-NNNNNNNNNN</p> <p>Where,</p> <p>MDPT →</p> <ol style="list-style-type: none"> <li>Will be a static/fixed value which will indicate that the file is an Output MISC Document Package from SIS</li> <li>Length and data type → 4 AN (fixed length of 4)</li> </ol> <p>TTT →</p> <ol style="list-style-type: none"> <li>Will indicate the 'Package Type'</li> <li>Length and data type → 3 AN (fixed length of 3) <ol style="list-style-type: none"> <li>Purchase order - <b>POD</b></li> <li>Work order - <b>WOD</b></li> <li>Fuel Tendering - <b>FTD</b></li> <li>Fuel Order - <b>FOD</b></li> <li>IATA Fuel XML invoice standard - <b>IXI</b></li> <li>IATA Fuel XML transaction standard - <b>IXT</b></li> <li>Operational data - <b>OTD</b></li> <li>Other - <b>OTH</b></li> </ol> </li> </ol> <p>YYYYMMDD →</p> <ol style="list-style-type: none"> <li>Indicates the date (e.g. 20250503) on which the output document package is generated by SIS</li> </ol> |

| FILE TYPE | SOURCE | DEST. | NAMING CONVENTION   |
|-----------|--------|-------|---|
|           |        |       | <p>f. Having this in the filename helps maintains uniqueness since the same package number can be reused between the same Sender/Receiver pair every calendar year</p> <p>g. Length and data type → 4 N (fixed length of 4)<br/>RRRRRRRRRRRR →</p> <p>h. Will indicate the Accounting Code of the Receiving Member</p> <p>i. Length and data type → 3-12 AN (variable length)<br/>RLLLLLL →</p> <p>j. Will indicate the Location Code of the Receiving Member</p> <p>k. Length and data type → 1-7 AN (variable length)<br/>SSSSSSSSSSSS →</p> <p>l. Will indicate the Accounting Code of the Sending Member</p> <p>m. Length and data type → 3-12 AN (variable length)<br/>SLLLLLL →</p> <p>n. Will indicate the Location Code of the Sending Member</p> <p>o. Length and data type → 1-7 AN (variable length)<br/>NNNNNNNNNN →</p> <p>p. Will indicate the Unique Number of the Document Package, assigned by the Sending Member</p> <p>q. Length and data type → 1-10 N (variable length)<br/>.zip →</p> <p>r. The extension, which should always be zip (packages should be compressed and sent to SIS)</p> <p>s. Length and data type → 4 AN (fixed length of 4)</p> |

## 11.9 Miscellaneous Dispute Input Files

### 11.9.1 Specifications of Miscellaneous Dispute Input CSV file

| #  | FIELD                 | DATA TYPE | SIZE | M/O/C | COMMENTS/VALIDATIONS  |
|----|-----------------------|-----------|------|-------|---|
| 1. | SellerOrganizationID  | AN        | 3-12 | M     | <ul style="list-style-type: none"> <li>Should be a valid Member Accounting Code. The match should be case insensitive</li> <li>This should be same within the file for all the records</li> </ul>   |
| 2. | BuyerOrganizationID   | AN        | 3-12 | M     | <ul style="list-style-type: none"> <li>Should be a valid Member Accounting Code. The match should be case insensitive</li> <li>This should be same within the file for all the records</li> </ul>   |
| 3. | SettlementMonthPeriod | N         | 6    | M     | <ul style="list-style-type: none"> <li>This should be provided in the format 'YYYYMMPP' where, <ul style="list-style-type: none"> <li>YYYY = Billing Year of Original Invoice</li> <li>MM = Billing Month of Original Invoice</li> <li>PP = Period Number of Original Invoice</li> </ul> </li> <li>This should be same within the file for all the records</li> </ul> |

| #  | FIELD          | DATA TYPE | SIZE | M/O/C | COMMENTS/VALIDATIONS  |
|----|----------------|-----------|------|-------|---|
| 4. | InvoiceNumber  | AN        | 10   | M     | <ul style="list-style-type: none"> <li>The Invoice number should match with the MISC Original Invoice.</li> <li>If the Invoice Number contains UTF-8 characters other than the range of ASCII characters 32-124, it should be accepted.</li> <li>This validation should be performed ONLY if validations defined for fields 'SellerOrganizationID', 'BuyerOrganizationID' and 'SettlementMonthPeriod' passes: <ul style="list-style-type: none"> <li>MISC Invoice should exist in IS (for the combination of supplied Settlement Month Period, Billing Member and Billed Member provided in the file)</li> <li>The match should be case insensitive</li> <li>The leading zeroes if provided should be considered for the match</li> </ul> </li> <li>A dispute should NOT be raised on a MISC Original Invoice if a Rejection Invoice exists against it</li> <li>Rejection Invoices in Error Status should not be considered for this check: <ul style="list-style-type: none"> <li>Validation Error - WEB Invoice</li> <li>Error – Correctable</li> <li>Error - Non-Correctable</li> </ul> </li> <li>A dispute should be raised for MISC Original Invoices only; and not for Rejection Invoices, Correspondence or Credit Notes</li> <li>Initiation of dispute against MISC Original Invoice should be within the time limit</li> <li>The MISC Original Invoice should be billed with Bilateral SMI (other than 'X'). There should be an exception to this validation when: <ul style="list-style-type: none"> <li>A dispute is initiated by the Billed Member of an Original Invoice<br/>AND</li> <li>The value of new field 'Receive disputes for CH Invoices' in the Member Profile of Billing Member of Invoice is defined as "True/Yes"</li> </ul> </li> <li>The status of MISC Original Invoice on which dispute is initiated should be 'Presented'</li> <li>This should be same within the file for all the records</li> </ul> |
| 5. | LineItemNumber | N         | 6    | C     | <ul style="list-style-type: none"> <li>The value in this field should be provided if Line Item or Line Item Detail should be contested</li> <li>This validation should be performed ONLY if validations defined for field 'InvoiceNumber' passes <ul style="list-style-type: none"> <li>Line Item with the number provided should exist in Original Invoice provided in the file</li> <li>While performing a match, the leading zeroes if provided should be ignored</li> </ul> </li> </ul>   |
| 6. | DetailNumber   | N         | 6    | C     | <ul style="list-style-type: none"> <li>The value in this field should be provided if Line Item Detail should be contested</li> <li>This validation should be performed ONLY if validation defined for field 'LineItemNumber' passes <ul style="list-style-type: none"> <li>The Line Item Detail Number should exist in 'LineItemNumber' provided in the file for the record</li> <li>While performing a match, the leading zeroes if provided should be ignored</li> </ul> </li> </ul>  |

| #  | FIELD                        | DATA TYPE | SIZE   | M/O/C | COMMENTS/VALIDATIONS  |
|----|------------------------------|-----------|--------|-------|---|
| 7. | AdditionalEmailIdsForDispute | AN        | 1-4000 | O     | <ul style="list-style-type: none"> <li>• This is an optional field</li> <li>• This field should be used by the initiator of the dispute to provide additional email ids belonging to his/her organization</li> <li>• If multiple emails address are provided they should be separated by semicolon</li> <li>• If a field contains semicolon, comma or quotes, the entire field should be enclosed in quotes</li> <li>• It is not required that users or contacts with the email address provided in this field exist in his/her organization</li> <li>• No domain-specific validations should be done on these email ids</li> <li>• The values in this field should be provided only once</li> <li>• The format of the email address provided should conform to the industry standards</li> </ul> |

| #  | FIELD             | DATA TYPE | SIZE | M/O/C | COMMENTS/VALIDATIONS   |
|----|-------------------|-----------|------|-------|--|
| 8. | DisputeLevel      | AN        | 2-3  | C     | <ul style="list-style-type: none"> <li>The valid values should be: <ul style="list-style-type: none"> <li>'INV' à If Invoice level charges need to be disputed</li> <li>'LI' à If Line Item level charges need to be disputed</li> <li>'LID' à If Line Item Detail level charges need to be disputed</li> <li>The trimmed value of this field should be considered. The match should be case insensitive</li> </ul> </li> <li>If Dispute Level is 'INV': <ul style="list-style-type: none"> <li>The values in the following fields should be provided: <ul style="list-style-type: none"> <li>'DisputeReasonCode'</li> <li>'DisputedField'</li> </ul> </li> </ul> </li> <li>If Dispute Level is 'LI': <ul style="list-style-type: none"> <li>The values in the following fields should be provided: <ul style="list-style-type: none"> <li>'DisputeReasonCode'</li> <li>'LineItemNumber'</li> <li>'DisputedField'</li> </ul> </li> </ul> </li> <li>If Dispute Level is 'LID': <ul style="list-style-type: none"> <li>The values in the following fields should be provided: <ul style="list-style-type: none"> <li>'DisputeReasonCode'</li> <li>'LineItemNumber'</li> <li>'DetailNumber'</li> <li>'DisputedField'</li> </ul> </li> </ul> </li> <li>If Dispute Level is 'LI': <ul style="list-style-type: none"> <li>If Line Item also has Line Item Details, the Unit Price and Quantity should only be disputed at Line Item Details level. In this scenario, it should not be allowed to dispute Unit Price and Quantity at Line Item level. The system should determine whether the Line Item is disputed for Quantity or Unit Price based on the Reason Code applicable</li> </ul> </li> </ul> |
| 9. | DisputeReasonCode | AN        | 1-5  | C     | <ul style="list-style-type: none"> <li>If the value is provided in this field, the values in 'DisputeLevel' and 'DisputedField' should be provided</li> <li>The 'Reason Code' should be valid for the contested item level as per new dispute reason code master (This should be a reason code and not a reason description) <ul style="list-style-type: none"> <li>For Example, A Reason Code "17" is defined in master to be used to dispute Line Item level charges. If it is used to dispute Invoice level charges, it should result in a validation error</li> </ul> </li> <li>For a reason code used for contesting an item, if the value of 'Bypass Disputed Amount Validations' is 'No/Unchecked/False', then the value in 'DisputedAmount' should also be provided</li> </ul>   |

| #   | FIELD          | DATA TYPE | SIZE | M/O/C | COMMENTS/VALIDATIONS   |
|-----|----------------|-----------|------|-------|--|
| 10. | DisputedAmount | N         | 18,3 | C     | <ul style="list-style-type: none"> <li>If a value is provided in this field but values are not provided the following minimum fields required to create a contested item then the value in this field should be ignored. This should not result in an error but it should not be considered for creating a contested item <ul style="list-style-type: none"> <li>'DisputeLevel'</li> <li>'DisputeReasonCode'</li> <li>'DisputedField'</li> </ul> </li> <li>It should be greater than Zero, the negative amount should not be provided</li> <li>If dispute level is 'INV': <ul style="list-style-type: none"> <li>The disputed amount should not be greater than the Invoice Total Amount in Currency of Invoice</li> <li>This validation should be performed only when dispute is initiated by the Billed Member of an Original Invoice</li> </ul> </li> <li>If dispute level is 'LI': <ul style="list-style-type: none"> <li>The disputed amount should not be greater than the Line Net Total Amount</li> <li>This validation should be performed only when dispute is initiated by the Billed Member of an Original Invoice</li> </ul> </li> <li>If dispute level is 'LID': <ul style="list-style-type: none"> <li>The disputed amount should not be greater than the Line Detail Net Total Amount</li> <li>This validation should be performed only when dispute is initiated by the Billed Member of an Original Invoice</li> </ul> </li> </ul> |
| 11. | DisputeRemarks | AN        | ∞    | O     | <ul style="list-style-type: none"> <li>This should be a free text. If a field contains comma or quotes, the entire field should be enclosed within quotes</li> </ul>   |

| #   | FIELD                        | DATA TYPE | SIZE   | M/O/C | COMMENTS/VALIDATIONS  |
|-----|------------------------------|-----------|--------|-------|---|
| 12. | DisputedField                | AN        | 1-200  | C     | <ul style="list-style-type: none"> <li>If a value is provided in this field but values are not provided the following minimum fields required to create a contested item then the value in this field should be ignored. This should not result in an error but it should not be considered for creating a contested item <ul style="list-style-type: none"> <li>'DisputeLevel'</li> <li>'DisputeReasonCode'</li> <li>'DisputedAmount'</li> </ul> </li> <li>If a field contains comma or quotes, the entire field should be enclosed within quotes</li> <li>The value entered in this field should be validated with the allowed fields that can be disputed for the dispute level defined in the file for the record. The list of valid fields will be stored internally and the list will be provided by IATA <ul style="list-style-type: none"> <li>The trimmed value should be matched with the valid values of fields</li> <li>The match should be case insensitive</li> <li>This check is only to ensure that the valid field name is provided. The system will not validate that the field defined actually exist in the Original Invoice</li> </ul> </li> </ul> |
| 13. | DisputedFieldOriginalValue   | AN        | 1-2000 | O     | <ul style="list-style-type: none"> <li>This should be an optional field</li> <li>If a value is provided in this field but values are not provided the following minimum fields required to create a contested item then the value in this field should be ignored. This should not result in an error but it should not be considered for creating a contested item <ul style="list-style-type: none"> <li>'DisputeLevel'</li> <li>'DisputeReasonCode'</li> <li>'DisputedField'</li> <li>'DisputedAmount'</li> </ul> </li> <li>If a field contains comma or quotes, the entire field should be enclosed within quotes</li> <li>The value of the field should NOT be validated</li> </ul>  |
| 14. | DisputedFieldCorrected Value | AN        | 1-2000 | O     | <ul style="list-style-type: none"> <li>If a value is provided in this field but values are not provided the following minimum fields required to create a contested item then the value in this field should be ignored. This should not result in an error but it should not be considered for creating a contested item <ul style="list-style-type: none"> <li>'DisputeLevel'</li> <li>'DisputeReasonCode'</li> <li>'DisputedField'</li> <li>'DisputedAmount'</li> </ul> </li> <li>If a field contains comma or quotes, the entire field should be enclosed within quotes</li> </ul>  |

## 11.10 Miscellaneous Dispute Output Files

| #   | COLUMN NAME                | REMARKS  |
|-----|----------------------------|--|
| 1.  | Dispute ID                 | <ul style="list-style-type: none"> <li>This should be an internal Dispute Id generated by the system</li> <li>This field should be hidden in the file. This field may or may not be provided as per design considerations</li> </ul>   |
| 2.  | Dispute Reference Number   | <ul style="list-style-type: none"> <li>This should be the '<a href="#">Dispute Reference Number</a>' generated for a dispute</li> </ul>  |
| 3.  | Invoice Number             | <ul style="list-style-type: none"> <li>This should be the '<a href="#">Original Invoice Number</a>' linked to the dispute</li> <li>If the Invoice Number contains UTF-8 characters other than the range of ASCII characters 32-124, it should be accepted</li> </ul>                                       |
| 4.  | Dispute 'From Member'      | <ul style="list-style-type: none"> <li>This should be the Member code of '<a href="#">From Member</a>' of a dispute</li> <li>The format should be Designator Code-Accounting Code e.g. IB-075</li> </ul>   |
| 5.  | Dispute 'To Member'        | <ul style="list-style-type: none"> <li>This should be the Member code of '<a href="#">To Member</a>' of a dispute</li> <li>The format should be Designator Code-Accounting Code e.g. BA-125</li> </ul>   |
| 6.  | Dispute Stage              | <ul style="list-style-type: none"> <li>This should print the Current Stage of a dispute</li> </ul>   |
| 7.  | Disputed Item              | <ul style="list-style-type: none"> <li>This should be the item which is contested</li> <li>The possible values are: <ul style="list-style-type: none"> <li>'<a href="#">Invoice</a>'</li> <li>'<a href="#">Line Item</a>'</li> <li>'<a href="#">Line Item Detail</a>'</li> </ul> </li> </ul>               |
| 8.  | LI Number                  | <ul style="list-style-type: none"> <li>This should be the '<a href="#">Line Item number</a>'</li> <li>This should be printed ONLY IF a disputed item is: <ul style="list-style-type: none"> <li>'<a href="#">Line Item</a>'</li> <li>Or</li> <li>'<a href="#">Line Item Detail</a>'</li> </ul> </li> </ul> |
| 9.  | LID Number                 | <ul style="list-style-type: none"> <li>This should be the '<a href="#">Line Item Detail Number</a>'</li> <li>This should be printed ONLY IF a disputed item is '<a href="#">Line Item</a>'</li> </ul>  |
| 10. | Dispute Reason Description | <ul style="list-style-type: none"> <li>This should print the '<a href="#">Reason Code Description</a>' used to dispute an item</li> </ul>  |

| #   | COLUMN NAME                    | REMARKS   |
|-----|--------------------------------|---|
| 11. | Disputed Amount                | <ul style="list-style-type: none"> <li>This should print the 'Disputed Amount' as provided for the disputed item</li> <li>If no value is provided, it should be printed as blank</li> </ul> |
| 12. | Disputed Field                 | <ul style="list-style-type: none"> <li>This should print the 'Disputed Field' as provided for the disputed item</li> </ul>  |
| 13. | Disputed Field Original Value  | <ul style="list-style-type: none"> <li>This should print the 'Disputed Field Original Value' as provided for the disputed item</li> </ul>   |
| 14. | Disputed Field Corrected Value | <ul style="list-style-type: none"> <li>This should be 'Disputed Field Corrected Value' as provided for the disputed item</li> </ul>   |
| 15. | Disputed Item Remarks          | <ul style="list-style-type: none"> <li>This should print the 'Disputed Item Remarks' as provided for the disputed item</li> </ul>   |
| 16. |                                | <ul style="list-style-type: none"> <li></li> </ul>  |

## 11.11 Miscellaneous Payment Status Update Input Files

### 11.11.1 For update of table "Payment Status as per Billing Member" (Receivables)

| #  | FIELD        | DATA TYPE | SIZE | M / O / C | EXAMPLE(S)                             | COMMENTS / VALIDATIONS / MATCH SPECIFICATIONS   |
|----|--------------|-----------|------|-----------|--|---|
| 1. | Line Number  | N         | 12   | M         | a) 1<br>b) 1234<br>c) 12345678901<br>2 | <ul style="list-style-type: none"> <li>Should be unique within the file               <ul style="list-style-type: none"> <li>Should be a positive number</li> </ul> </li> </ul>   |
| 2. | Billing Year | N         | 4    | M         | 2025                                   | <ul style="list-style-type: none"> <li>This should match the Billing Year of the Invoice/Credit Note for which update has to be performed               <ul style="list-style-type: none"> <li>Should be equal to or greater than 2025</li> </ul> </li> </ul> |

| #  | FIELD                      | DATA TYPE | SIZE | M / O / C | EXAMPLE(S)                                 | COMMENTS / VALIDATIONS / MATCH SPECIFICATIONS  |
|----|----------------------------|-----------|------|-----------|--|--|
| 3. | Billing Member Code        | A/N       | 3-12 | M         | a) 001<br>b) 3901<br>c) A7NB<br>d) 0007N9N | <ul style="list-style-type: none"> <li>This should match with the Accounting Code of the <b>Billing</b> Member of the Invoice/Credit Note for which update has to be performed. Match should be case insensitive <ul style="list-style-type: none"> <li>Should be equal to transmitter code (case sensitive match)</li> </ul> </li> </ul>  |
| 4. | Billed Member Code         | A/N       | 3-12 | M         | a) 075<br>b) 0006<br>c) A7NB               | <ul style="list-style-type: none"> <li>This should match with the Accounting Code of the <b>Billed</b> Member of the Invoice/Credit Note for which update has to be performed. Match should be case insensitive <ul style="list-style-type: none"> <li>Should be a valid Member Accounting Code (irrespective of any status)</li> <li>Should not be equal to 'Billing Member Code' provided in the file for that record</li> </ul> </li> </ul>   |
| 5. | Invoice/Credit Note Number | A/N       | 1-10 | M         | AABA12R001                                 | <ul style="list-style-type: none"> <li>This should match with the Invoice/Credit Note that should be updated. Match should be case insensitive <ul style="list-style-type: none"> <li>Invoice/Credit Note should exist in SIS (for the combination of supplied Billing Year, Billing Member and Billed Member provided in the record)</li> <li>Payment status update can be provided for an Invoice/Credit Note <b>ONLY</b> if table 'Payment Status as per Billing Member' has already updated been by the system for that Invoice/Credit Note; and field 'Status (R)' has updated as "Delivered"</li> <li>Beyond these statuses, additional records in table 'Payment Status as per Billing Member' may or may not exist for this Invoice/Credit Note. These may have been applied by the system or by the Billing Member</li> <li>SMI of the Invoice should not be I/X/A/M/C/E</li> </ul> </li> </ul> |

| #   | FIELD                                | DATA TYPE | SIZE  | M / O / C | EXAMPLE(S)      | COMMENTS / VALIDATIONS / MATCH SPECIFICATIONS  |
|-----|--------------------------------------|-----------|-------|-----------|-----------------|--|
| 6.  | Payment Status as per Billing Member | A/N       | 1-100 | M         | Fully Paid Dir. | <ul style="list-style-type: none"> <li>The NEW status that should be updated <ul style="list-style-type: none"> <li>Should be a valid and <b>Active</b> status as per the master for where '<a href="#">Applicable For</a>' = "<a href="#">Billing Member</a>"</li> <li>Match should be performed after trimming of leading and trailing spaces</li> <li>Match should be case insensitive</li> <li>If match is successful, description text of that status as provided in master should be loaded</li> </ul> </li> <li>Where a comma is part of this field value, the value of the entire field should be enclosed in double quotes by the Member in CSV file</li> </ul> |
| 7.  | Remarks                              | A/N       | 1-500 | O         | Xyzabc abcnytc  | <ul style="list-style-type: none"> <li>Loading should be performed without any case conversion and after trimming of leading and trailing spaces</li> <li>Where a comma is part of this field value, the value of the entire field should be enclosed in double quotes by the Member in a CSV file</li> </ul>  |
| 8.  | Currency of Amount Received          | A         | 3     | C         | USD             | <ul style="list-style-type: none"> <li>Validations and Loading should be performed after conversion to uppercase, even if letters are provided in lowercase <ul style="list-style-type: none"> <li>Should be blank / null if the '<a href="#">Amount Received</a>' is blank / null</li> <li>Should be a valid currency code as per the currency master whether Active or Inactive</li> <li>Match &amp; Loading should be performed after trimming leading and trailing spaces</li> <li>Should be provided if '<a href="#">Amount Received</a>' is provided</li> </ul> </li> </ul>  |
| 9.  | Amount Received                      | N         | 18,3  | C         | 4562.859        | <ul style="list-style-type: none"> <li>Should be blank / null if '<a href="#">Currency of Amount Received</a>' is blank / null</li> <li>Should be a provided if '<a href="#">Currency of Amount Received</a>' is provided</li> </ul>   |
| 10. | Currency of Total Amount Received    | A         | 3     | C         | USD             | <ul style="list-style-type: none"> <li>Validations and Loading should be performed after conversion to uppercase, even if letters are provided in lowercase <ul style="list-style-type: none"> <li>Should be blank / null if '<a href="#">Total Amount Received</a>' is blank / null</li> <li>Should be a valid currency code as per the currency master whether Active or Inactive if '<a href="#">Total Amount Received</a>' is provided</li> <li>Match &amp; Loading should be performed after trimming leading and trailing Should be a valid code if '<a href="#">Total Amount Received</a>' is provided</li> </ul> </li> </ul>                                     |
| 11. | Total Amount Received                | N         | 18,3  | C         | 6524.256        | <ul style="list-style-type: none"> <li>Should be blank / null if '<a href="#">Currency of Total Amount Received</a>' is blank / null</li> <li>Should be provided if '<a href="#">Currency of Total Amount Received</a>' is provided</li> </ul>   |
| 12. | Date of Wire Transfer Receipt        | Date      | 8     | O         | 20250609        | <ul style="list-style-type: none"> <li>Should be a valid date in format YYYYMMDD</li> </ul>  |

| #   | FIELD  | DATA TYPE | SIZE  | M / O / C | EXAMPLE(S)        | COMMENTS / VALIDATIONS / MATCH SPECIFICATIONS  |
|-----|--|-----------|-------|-----------|-------------------|--|
| 13. | Payment Reference Number / Internal Reference Number | A/N       | 1-100 | O         | Ref. 456524AFG001 | <ul style="list-style-type: none"> <li>Loading should be performed without any case conversion and after trimming the leading and trailing spaces</li> <li>Where a comma is part of this field value, the value of the entire field should be enclosed in double quotes by the Member in CSV file</li> </ul> |

#### 11.11.2 For update of table "Payment Status as per Billed Member" (Payables)

| #  | FIELD               | DATA TYPE | SIZE | M / O / C | EXAMPLE(S)                                 | COMMENTS / VALIDATIONS / MATCH SPECIFICATIONS  |
|----|---------------------|-----------|------|-----------|--|--|
| 1. | Line Number         | N         | 12   | M         | a) 1<br>b) 1234<br>c) 123456789012         | <ul style="list-style-type: none"> <li>Should be unique within the file               <ul style="list-style-type: none"> <li>Should be a positive number</li> </ul> </li> </ul>  |
| 2. | Billing Year        | N         | 4    | M         | 2025                                       | <ul style="list-style-type: none"> <li>This should match the Billing Year of the Invoice/Credit Note for which update has to be performed               <ul style="list-style-type: none"> <li>Should be equal to or greater than 2025</li> </ul> </li> </ul>  |
| 3. | Billing Member Code | A/N       | 3-12 | M         | a) 617<br>b) 3901<br>c) A7NB<br>d) 0007N9N | <ul style="list-style-type: none"> <li>This should match with the Accounting Code of the <b>Billing</b> Member of the Invoice/Credit Note for which update has to be performed. Match should be case insensitive               <ul style="list-style-type: none"> <li>Should be a valid Member Accounting Code (irrespective of any status)</li> </ul> </li> </ul>   |
| 4. | Billed Member Code  | A/N       | 3-12 | M         | a) 075<br>b) 0006<br>c) A7NB               | <ul style="list-style-type: none"> <li>This should match with the Accounting Code of the <b>Billed</b> Member of the Invoice/Credit Note for which update has to be performed. Match should be case insensitive               <ul style="list-style-type: none"> <li>Should be equal to transmitter code</li> <li>Should not be equal to 'Billing Member Code' provided in the file for that record</li> </ul> </li> </ul> |

| #  | FIELD                               | DATA TYPE | SIZE  | M / O / C | EXAMPLE(S)      | COMMENTS / VALIDATIONS / MATCH SPECIFICATIONS   |
|----|-------------------------------------|-----------|-------|-----------|-----------------|---|
| 5. | Invoice/Credit Note Number          | A/N       | 1-10  | M         | AABA12R001      | <ul style="list-style-type: none"> <li>This should match with the Invoice/Credit Note that should be updated. Match should be case insensitive <ul style="list-style-type: none"> <li>Invoice/Credit Note should exist in SIS (for the combination of supplied Billing Year/Month/Period and Billing Member, Billed member provided in the record)</li> <li>Payment status update can be provided for an Invoice/Credit Note <b>ONLY</b> if table 'Payment Status as per Billed Member' has already been updated by the system for that Invoice/Credit Note; and field 'Status (P)' has updated as "Received"</li> <li>Beyond these statuses, additional records in table 'Payment Status as per Billed Member' may or may not exist for this Invoice/Credit Note. These have been applied by the system or by the Billed Member</li> <li>SMI of the Invoice should not be I/X/A/M/C/E</li> </ul> </li> </ul> |
| 6. | Payment Status as per Billed Member | A/N       | 1-100 | M         | Fully Paid Dir. | <ul style="list-style-type: none"> <li>The NEW status that should be updated <ul style="list-style-type: none"> <li>Should be a valid and <b>Active</b> status as per the master for where 'Applicable For' = "Billed Member"</li> <li>Match should be after trimming of leading and trailing spaces</li> <li>Match should be case insensitive</li> <li>If match is successful description text of that status as provided in master should be loaded</li> </ul> </li> <li>Where a comma is part of this field value, the value of the entire field should be enclosed in double quotes by the Member in CSV file</li> </ul>  |
| 7. | Remarks                             | A/N       | 1-500 | O         | Xyzabc abcnyc   | <ul style="list-style-type: none"> <li>Loading should be performed without any case conversion and after trimming of leading and trailing spaces</li> <li>Where a comma is part of this field value, the value of the entire field should be enclosed in double quotes by the Member in a CSV file</li> </ul>   |
| 8. | Currency of Amount Paid             | 3         | 3     | C         | USD             | <ul style="list-style-type: none"> <li>Validations and Loading should be performed after conversion to uppercase, even if letters are provided in lowercase <ul style="list-style-type: none"> <li>Should be blank / null if the 'Amount Paid' is blank / null</li> <li>Should be a valid currency code as per the currency master whether Active or Inactive</li> <li>Match &amp; Loading should be performed after trimming of leading and trailing spaces</li> <li>Should be provided if 'Amount Paid' is provided</li> </ul> </li> </ul>  |

| #   | FIELD  | DATA TYPE | SIZE  | M / O / C | EXAMPLE(S)        | COMMENTS / VALIDATIONS / MATCH SPECIFICATIONS  |
|-----|--|-----------|-------|-----------|-------------------|--|
| 9.  | Amount Paid  | N         | 18,3  | C         | 4562.859          | <ul style="list-style-type: none"> <li>Should be blank / null if 'Currency of Amount Paid' is blank / null</li> <li>Should be a provided if 'Currency of Amount Paid' is provided</li> </ul>   |
| 10. | Currency of Total Amount Paid                        | A         | 3     | C         | USD               | <ul style="list-style-type: none"> <li>Validations and Loading should be performed after conversion to uppercase, even if letters are provided in lowercase <ul style="list-style-type: none"> <li>Should be blank / null if 'Total Amount Paid' is blank / null</li> <li>Should be a valid currency code as per the currency master whether Active or Inactive</li> <li>Match &amp; Loading should be performed after trimming of leading and trailing spaces</li> <li>Should be a valid active/inactive code if 'Total Amount Paid' is provided</li> </ul> </li> </ul> |
| 11. | Total Amount Paid                                    | N         | 18,3  | C         | 6524.256          | <ul style="list-style-type: none"> <li>Should be blank / null if 'Currency of Total Amount Paid' is blank / null</li> <li>Should be provided if 'Currency of Total Amount Paid' is provided</li> </ul>   |
| 12. | Date of Wire Transfer Execution                      | Date      | -     | O         | 20250619          | <ul style="list-style-type: none"> <li>Should be a valid date in format YYYYMMDD</li> </ul>  |
| 13. | Payment Reference Number / Internal Reference Number | A/N       | 1-100 | O         | Ref. 456524AFG001 | <ul style="list-style-type: none"> <li>Loading should be performed without any case conversion and after trimming of leading and trailing spaces</li> <li>Where a comma is part of this field value, the value of the entire field should be enclosed in double quotes by the Member in CSV file</li> </ul>  |

## 11.12 Miscellaneous Payment Status Update Output Files

### 11.12.1 Specifications for Daily MISC Receivables Payment Status Updates Output files

| #  | FIELD        | DATA TYPE & SIZE | M / O | MAPPING TO DATABASE FIELD(S)      | COMMENTS  |
|----|--------------|------------------|-------|-----------------------------------|---|
| 1. | Line Number  | 12 N             | M     | --                                | <ul style="list-style-type: none"> <li>The first row after the Header row should be numbered as 1 and further lines incremented by 1</li> </ul> |
| 2. | Billing Year | 4 N              | M     | Billing Year of the Invoice table | <ul style="list-style-type: none"> <li>The Billing Year of the Invoice</li> </ul>   |

| #   | FIELD                      | DATA TYPE & SIZE | M / O | MAPPING TO DATABASE FIELD(S)  | COMMENTS  |
|-----|----------------------------|------------------|-------|---|---|
| 3.  | Billing Month              | 2 N              | M     | Billing Month of the Invoice table  | <ul style="list-style-type: none"> <li>The Billing Month of the Invoice</li> <li>Leading zero will not be provided for months Jan-Sep</li> </ul>  |
| 4.  | Billing Period             | 2 N              | M     | Billing Period of the Invoice table   | <ul style="list-style-type: none"> <li>The Billing Period of the Invoice</li> <li>Leading zero will not be provided</li> </ul>  |
| 5.  | Billing Member Code        | 12 A/N           | M     | Billing Member ID of the Invoice table  | <ul style="list-style-type: none"> <li>The Accounting Code of the Billing Member</li> <li>The same code should be printed for every record</li> </ul>   |
| 6.  | Billed Member Code         | 12 A/N           | M     | Billed Member ID of the Invoice table   | <ul style="list-style-type: none"> <li>The Accounting Code of the Billed Member</li> </ul>  |
| 7.  | Invoice/Credit Note Number | 1-10 A/N         | M     | Invoice Number of the Invoice table   | <ul style="list-style-type: none"> <li>The number of the Invoice/Credit Note that was updated</li> </ul>  |
| 8.  | Update Performed on Field  | 35-36 A/N        | M     | --  | <ul style="list-style-type: none"> <li>This field should indicate who updated the payment status (i.e. Billing Member, or Billed Member)</li> <li>If the record was fetched from table '<i>Payment Status as per Billing Member</i>', value should be printed as "<i>Payment Status as per Billing Member</i>"</li> <li>If the record was fetched from table '<i>Payment Status as per Billed Member</i>', value should be printed as "<i>Payment Status as per Billed Member</i>"</li> </ul> |
| 9.  | Payment Status             | 1-100 A/N        | M     | <ul style="list-style-type: none"> <li>'Status (R)', if the record is fetched from table '<i>Payment Status as per Billing Member</i>'</li> <li>'Status (P)', if the record is fetched from table '<i>Payment Status as per Billed Member</i>'</li> </ul>       | <ul style="list-style-type: none"> <li>The <b>NEW / UPDATED</b> status should be provided for this field</li> <li>If commas are contained in the field value, the entire field should be enclosed in quotes</li> </ul>  |
| 10. | Update Timestamp UTC       | Date & Time      | M     | <ul style="list-style-type: none"> <li>'Timestamp (R)', if the record is fetched from table '<i>Payment Status as per Billing Member</i>'</li> <li>'Timestamp (P)', if the record is fetched from table '<i>Payment Status as per Billed Member</i>'</li> </ul> | <ul style="list-style-type: none"> <li>Format should be DD-MMM-YYYY HH24:MM</li> <li>Example 23-Jul-2025 17:31</li> </ul>   |
| 11. | Remarks                    | 1-500 A/N        | O     | <ul style="list-style-type: none"> <li>'Remarks (R)', if the record is fetched from table '<i>Payment Status as per Billing Member</i>'</li> <li>'Remarks (P)', if the record is fetched from table '<i>Payment Status as per Billed Member</i>'</li> </ul>     | <ul style="list-style-type: none"> <li>If commas are contained in the field value, the entire field should be enclosed in quotes</li> </ul>   |

| #   | FIELD  | DATA TYPE & SIZE        | M / O | MAPPING TO DATABASE FIELD(S)  | COMMENTS  |
|-----|--|-------------------------|-------|---|---|
| 12. | Currency of Amount Received / Paid                   | 3 A                     | O     | <ul style="list-style-type: none"> <li>'Currency of Amount Received (R)', if the record is fetched from table '<i>Payment Status as per Billing Member</i>'</li> <li>'Currency of Amount Paid (P)', if the record is fetched from table '<i>Payment Status as per Billed Member</i>'</li> </ul>   | <ul style="list-style-type: none"> <li>The alpha currency code should be printed here</li> </ul>  |
| 13. | Amount Received / Paid                               | 18,3 N                  | O     | <ul style="list-style-type: none"> <li>'Amount Received (R)', if the record is fetched from table '<i>Payment Status as per Billing Member</i>'</li> <li>'Amount Paid (P)', if the record is fetched from table '<i>Payment Status as per Billed Member</i>'</li> </ul>   | <ul style="list-style-type: none"> <li>If no value exists for this field, this field should not contain anything. It should not contain a default value like 0.000</li> </ul>       |
| 14. | Currency of Total Amount Received / Paid             | 3 A                     | O     | <ul style="list-style-type: none"> <li>'Currency of Total Amount Received (R)', if the record is fetched from table '<i>Payment Status as per Billing Member</i>'</li> <li>'Currency of Total Amount Paid (P)', if the record is fetched from table '<i>Payment Status as per Billed Member</i>'</li> </ul>   | <ul style="list-style-type: none"> <li>The alpha currency code should be printed here</li> </ul>  |
| 15. | Total Amount Received / Paid                         | 18,3 N                  | O     | <ul style="list-style-type: none"> <li>'Total Amount Received (R)', if the record is fetched from table '<i>Payment Status as per Billing Member</i>'</li> <li>'Total Amount Paid (P)', if the record is fetched from table '<i>Payment Status as per Billed Member</i>'</li> </ul>   | <ul style="list-style-type: none"> <li>If no value exists for this field, this field should not contain anything. It should not contain a default value like 0.000</li> </ul>       |
| 16. | Date of Wire Transfer Receipt / Execution            | Date in format YYYYMMDD | O     | <ul style="list-style-type: none"> <li>'Date of Wire Transfer Receipt (R)', if the record is fetched from table '<i>Payment Status as per Billing Member</i>'</li> <li>'Date of Wire Transfer Execution (P)', if the record is fetched from table '<i>Payment Status as per Billed Member</i>'</li> </ul>   | <ul style="list-style-type: none"> <li>If no value exists for this field, this field should not contain anything. It should not contain a default value like 01-Jan-0001</li> </ul> |
| 17. | Payment Reference Number / Internal Reference Number | 1-100 A/N               | O     | <ul style="list-style-type: none"> <li>'Payment Reference Number / Internal Reference Number (R)', if the record is fetched from table '<i>Payment Status as per Billing Member</i>'</li> <li>'Payment Reference Number / Internal Reference Number (P)', if the record is fetched from table '<i>Payment Status as per Billed Member</i>'</li> </ul> | <ul style="list-style-type: none"> <li>If commas are contained in the field value, the entire field should be enclosed in quotes</li> </ul>   |

| #   | FIELD              | DATA TYPE & SIZE | M / O | MAPPING TO DATABASE FIELD(S) | COMMENTS  |
|-----|--------------------|------------------|-------|------------------------------|---|
| 18. | Previous File Name | 20-29 A/N        | M     | ---                          | <ul style="list-style-type: none"> <li>This should be populated for every record in the file</li> <li>This should be name of the previous <b>Receivables</b> file sent to the Member</li> <li>The name of the zipped file should be provided</li> <li>If no previous file was ever sent by the system, text "None" (without the quotes) should be printed</li> <li>See example below</li> </ul> |

### 11.12.2 Specifications for Daily MISC Payables Payment Status Updates Output files

| #  | FIELD                      | DATA TYPE & SIZE | M / O | MAPPING TO DATABASE FIELD(S)           | COMMENTS   |
|----|----------------------------|------------------|-------|--|--|
| 1. | Line Number                | 12 N             | M     | --                                     | <ul style="list-style-type: none"> <li>The first row after the Header row should be numbered as 1 and further lines incremented by 1</li> </ul>      |
| 2. | Billing Year               | 4 N              | M     | Billing Year of the Invoice table      | <ul style="list-style-type: none"> <li>The Billing Year of the Invoice</li> </ul>  |
| 3. | Billing Month              | 2 N              | M     | Billing Year of the Invoice table      | <ul style="list-style-type: none"> <li>The Billing Month of the Invoice</li> <li>Leading zero will not be provided for months Jan-Sep</li> </ul>     |
| 4. | Billing Period             | 2 N              | M     | Billing Period of the Invoice table    | <ul style="list-style-type: none"> <li>The Billing Period of the Invoice</li> <li>Leading zero will not be provided</li> </ul>                       |
| 5. | Billing Member Code        | 12 A/N           | M     | Billing Member ID of the Invoice table | <ul style="list-style-type: none"> <li>The Accounting Code of the Billing Member</li> </ul>  |
| 6. | Billed Member Code         | 12 A/N           | M     | Billed Member ID of the Invoice table  | <ul style="list-style-type: none"> <li>The Accounting Code of the Billed Member</li> <li>The same code should be printed for every record</li> </ul> |
| 7. | Invoice/Credit Note Number | 1-10 A/N         | M     | Invoice Number of the Invoice table    | <ul style="list-style-type: none"> <li>The number of the Invoice/Credit Note that was updated</li> </ul>   |

| #   | FIELD                                    | DATA TYPE & SIZE | M / O | MAPPING TO DATABASE FIELD(S)  | COMMENTS  |
|-----|--|------------------|-------|---|---|
| 8.  | Update Performed on Field                | 35-36 A/N        | M     | --  | <ul style="list-style-type: none"> <li>This field should indicate who updated the payment status (i.e. Billing Member, or Billed Member)</li> <li>If the record was fetched from table '<i>Payment Status as per Billing Member</i>', value should be printed as "Payment Status as per Billing Member"</li> <li>If the record was fetched from table '<i>Payment Status as per Billed Member</i>', value should be printed as "Payment Status as per Billed Member"</li> </ul> |
| 9.  | Payment Status                           | 1-100 A/N        | M     | <ul style="list-style-type: none"> <li>'Status (R)', if the record is fetched from table '<i>Payment Status as per Billing Member</i>'</li> <li>'Status (P)', if the record is fetched from table '<i>Payment Status as per Billed Member</i>'</li> </ul>   | <ul style="list-style-type: none"> <li>The <b>NEW / UPDATED</b> status should be provided for this field</li> <li>If commas are contained in the field value, the entire field should be enclosed in quotes</li> </ul>  |
| 10. | Update Timestamp UTC                     | Date & Time      | M     | <ul style="list-style-type: none"> <li>'Timestamp (R)', if the record is fetched from table '<i>Payment Status as per Billing Member</i>'</li> <li>'Timestamp (P)', if the record is fetched from table '<i>Payment Status as per Billed Member</i>'</li> </ul>   | <ul style="list-style-type: none"> <li>Format should be DD-MMM-YYYY HH24:MM</li> <li>Example 23-Jul-2025 17:31</li> </ul>   |
| 11. | Remarks                                  | 1-500 A/N        | O     | <ul style="list-style-type: none"> <li>'Remarks (R)', if the record is fetched from table '<i>Payment Status as per Billing Member</i>'</li> <li>'Remarks (P)', if the record is fetched from table '<i>Payment Status as per Billed Member</i>'</li> </ul>   | <ul style="list-style-type: none"> <li>If commas are contained in the field value, the entire field should be enclosed in quotes</li> </ul>   |
| 12. | Currency of Amount Received / Paid       | 3 A              | O     | <ul style="list-style-type: none"> <li>'Currency of Amount Received (R)', if the record is fetched from table '<i>Payment Status as per Billing Member</i>'</li> <li>'Currency of Amount Paid (P)', if the record is fetched from table '<i>Payment Status as per Billed Member</i>'</li> </ul>             | <ul style="list-style-type: none"> <li>The alpha currency code should be printed here</li> </ul>  |
| 13. | Amount Received / Paid                   | 18,3 N           | O     | <ul style="list-style-type: none"> <li>'Amount Received (R)', if the record is fetched from table '<i>Payment Status as per Billing Member</i>'</li> <li>'Amount Paid (P)', if the record is fetched from table '<i>Payment Status as per Billed Member</i>'</li> </ul>                                     | <ul style="list-style-type: none"> <li>If no value exists for this field, this field should not contain anything. It should not contain a default value like 0.000</li> </ul>   |
| 14. | Currency of Total Amount Received / Paid | 3 A              | O     | <ul style="list-style-type: none"> <li>'Currency of Total Amount Received (R)', if the record is fetched from table '<i>Payment Status as per Billing Member</i>'</li> <li>'Currency of Total Amount Paid (P)', if the record is fetched from table '<i>Payment Status as per Billed Member</i>'</li> </ul> | <ul style="list-style-type: none"> <li>The alpha currency code should be printed here</li> </ul>  |
| 15. | Total Amount Received / Paid             | 18,3 N           | O     | <ul style="list-style-type: none"> <li>'Total Amount Received (R)', if the record is fetched from table '<i>Payment Status as per Billing Member</i>'</li> <li>'Total Amount Paid (P)', if the record is fetched from table '<i>Payment Status as per Billed Member</i>'</li> </ul>                         | <ul style="list-style-type: none"> <li>If no value exists for this field, this field should not contain anything. It should not contain a default value like 0.000</li> </ul>   |

| #   | FIELD  | DATA TYPE & SIZE         | M / O | MAPPING TO DATABASE FIELD(S)  | COMMENTS   |
|-----|--|--------------------------|-------|---|--|
| 16. | Date of Wire Transfer Receipt / Execution            | Date in format YYYYMM DD | O     | <ul style="list-style-type: none"> <li>'Date of Wire Transfer Receipt (R)', if the record is fetched from table '<i>Payment Status as per Billing Member</i>'</li> <li>'Date of Wire Transfer Execution (P)', if the record is fetched from table '<i>Payment Status as per Billed Member</i>'</li> </ul>   | <ul style="list-style-type: none"> <li>If no value exists for this field, this field should not contain anything. It should not contain a default value like 01-Jan-0001</li> </ul>  |
| 17. | Payment Reference Number / Internal Reference Number | 1-100 A/N                | O     | <ul style="list-style-type: none"> <li>'Payment Reference Number / Internal Reference Number (R)', if the record is fetched from table '<i>Payment Status as per Billing Member</i>'</li> <li>'Payment Reference Number / Internal Reference Number (P)', if the record is fetched from table '<i>Payment Status as per Billed Member</i>'</li> </ul> | <ul style="list-style-type: none"> <li>If commas are contained in the field value, the entire field should be enclosed in quotes</li> </ul>  |
| 18. | Previous File Name                                   | 20-29 A/N                | M     | ---   | <ul style="list-style-type: none"> <li>This should be populated for every record in the file</li> <li>This should be name of the previous <b>Payables</b> file sent to the Member</li> <li>The name of the zipped file should be provided</li> <li>If no previous file was ever sent by the system, text "None" (without the quotes) should be printed</li> <li>See example below</li> </ul> |

## 11.13 SIS Validation CSV Report Formats

### 11.13.1 For IS-XML Billing Files

SIS generates two reports as part of the SIS Validation process:

1) **SIS Validation Summary Report:** This report provides a summary of the validation process for a Billing file. This report is created irrespective of the Validation status. So even if all Invoices in the file are successfully validated, this report will be created.

2) **SIS Validation Detail Error Report:** This report provides the details of only the errors encountered during the SIS Validation Process. Hence if all invoices in a file are successfully validated, this report will not be created.

The format of the **SIS Validation Summary Report** is as follows:

| Serial No | Column                             | Description  | Format | Example   |
|-----------|------------------------------------|--|--------|-----------|
| 1         | Serial No                          | The Serial Number of the Record  | 10N    | 1         |
| 2         | Billing Entity Code                | The numeric airline code or Alphanumeric Supplier Code of the Billing Entity   | 3 A/N  | 220       |
| 3         | Clearance Month                    | The Clearance Month of billing   | YYYYMM | 202510    |
| 4         | Period Number                      | Period no of the Clearance Month   | 2N     | 02        |
| 5         | Billing Category                   | The Billing Category<br>M – Miscellaneous<br>U – UATP  | 1A     | M         |
| 6         | Billing File Name                  | The Filename with extension  | 50 A/N |           |
| 7         | Billing File Submission Date       | The date of submission in YYYYMMDD format  | 8 N    | 20251209  |
| 8         | Submission Format                  | Format of the Billing File<br>IS-XML   | 10 A/N | IS-XML    |
| 9         | Billed Entity Code                 | The numeric airline code or Alphanumeric Supplier Code of the Billed Entity  | 4 A/N  | 125       |
| 10        | Invoice Number                     | The Invoice number details   | 10A/N  | INV001    |
| 11        | Currency of Billing                | The Billing Currency Code  | 3 A/N  | USD       |
| 12        | Invoice Amount in Billing Currency | The Billing Currency Amount  | 13,3 N | 13321.230 |
| 13        | Invoice Status                     | Status of the Invoice/File after validation<br><b>Valid values</b><br>Z - Sanity Check Error<br>X - Error – Non Correctable<br>C - Error – Correctable<br>V – Validated Successfully | 1 A    | V         |
| 14        | Error at Invoice Level             | Y – Yes<br>N – No  | 1 A    | N         |
| 15        | Total number of billing records    | The total number of  | 8 N    | 5         |

| Serial No | Column                         | Description   | Format | Example |
|-----------|--------------------------------|---|--------|---------|
|           |                                | Line Item Details (In case no line item detail exist then line item count will be considered) |        |         |
| 16        | Records successfully validated | Total Number of billing records successfully validated  | 8 N    | 10      |
| 17        | Records in Validation Error    | Total Number of billing records in Error  | 8 N    | 5       |

Note: In this CSV file, the first record will be the column heading and the subsequent records will be the data records.

The format of the **SIS Validation Detail Error Report** is as follows:

| Serial No | Column  | Description  | Format | Example   |
|-----------|---|--|--------|-----------|
| 1         | Serial No   | The Serial Number of the Record  | 10N    | 1         |
| 2         | Billing Entity Code                                       | The numeric airline code or Alphanumeric Supplier Code of the Billing Entity | 3 A/N  | 220       |
| 3         | Clearance Month   | The Clearance Month of billing   | YYYYMM | 202510    |
| 4         | Period Number   | Period no of the Clearance Month   | 2N     | 02        |
| 5         | Billing Category  | The Billing Category<br>M – Miscellaneous<br>U – UATP                        | 1A     | M         |
| 6         | Billing File Name   | The Filename with extension  | 50 A/N |           |
| 7         | Billing File Submission Date                              | The date of submission in YYYYMMDD format                                    | 8 N    | 20251209  |
| 8         | Submission Format   | Format of the Billing File<br>IS-XML   | 10 A/N | IS-XML    |
| 9         | Billed Entity Code  | The numeric airline code or Alphanumeric Supplier Code of the Billed Entity  | 4 A/N  | 125       |
| 10        | Invoice Number  | The Invoice Number   | 10 A/N | INV133328 |
| 11        | MISC Charge Category / PAX Billing Code/ CGO Billing Code | The Misc Charge Category   | 25 A/N | 0         |
| 12        | Pax Source Code   | This will be populated in case of PAX  | 2 N    | Blank     |
| 13        | Misc Line Item No / Pax Batch Number/ CGO Batch Number    | The Line Item No   | 7 N    | 1         |
| 14        | Misc Line Item Detail No / Pax Seq Number/                | The Line Item Details No   | 7 N    | 5         |

| Serial No | Column            | Description   | Format  | Example                 |
|-----------|-------------------|---|---------|-------------------------|
|           | CGO Seq Number    |   |         |                         |
| 15        | Main Doc No       | This will be populated in case of PAX and CGO only.   | 25 A/N  | Blank                   |
| 16        | Linked Doc No     | This will be populated in case of PAX and CGO only.   | 25 A/N  | Blank                   |
| 17.a      | Error Code        | The Error Code  | 20 A/N  | BGEN_00002              |
| 17.b      | Error Level       | <p>This will have the following valid values:</p> <p>MISC:<br/>File<br/>Invoice<br/>Line Item<br/>Line Item Detail<br/>Invoice Summary</p> <p>UATP:<br/>File<br/>Invoice<br/>Line Item<br/>Line Item Detail<br/>Invoice Summary</p> | 50 A/N  | File                    |
| 18        | Field Name        | Then name of the field in Error   | 50 A/N  | Invoice Number          |
| 19        | Field Value       | The value of the field in Error   | 100 A/N | XXX                     |
| 20        | Error Description | Details of the error  | 200 A/N | Duplicate invoice found |
| 21        | Error Status      | <p><b>Valid values</b><br/>Z - Sanity Check Error<br/>X - Error – Non Correctable<br/>C - Error – Correctable<br/>W - Warning</p>   | 1 A     | E                       |

Note: In this CSV file, the first record will be the column heading and the subsequent records will be the data records.

### 11.13.2 For Payment Status Update Files

SIS generates two reports as part of the SIS Validation process:

- 1) SIS Validation Summary Report: This report provides details of:
  - a) Transmitter, Input file date, Input file name
  - b) Total number of records in a file
  - c) Total number of records passed in validation
  - d) Total number of records failed in validation
  - e) File Status
- 2) SIS Validation Detail Error Report: This report provides details of:
  - a) In case of a complete rejection of a file, the R2 file should provide details of the first error encountered
  - b) Where the file is partially processed, the R2 file should provide details of each record failed in validation
  - c) If single record fails in multiple validations, R2 report should indicate it separately for each error
  - d) R2 report should not be generated when all the records in file passes validations

The format of the **SIS Validation Summary Report** is as follows:

| #  | FIELD                          | M / C | EXAMPLE(S)                | COMMENTS   |
|----|--------------------------------|-------|---------------------------|--|
| 1. | Transmitter                    | M     | 001                       | Accounting Code of the Transmitter of file   |
| 2. | File Submission Date           | M     | 20251215                  | Date on which file is received in SIS  |
| 3. | File Name                      | M     | MRSF-1252025061800001.ZIP | Name of file as received in SIS  |
| 4. | Total Number of Records        | C     | 2865                      | <ul style="list-style-type: none"> <li>Total number of records in a file (excluding header row)</li> <li>It may not be possible to provide this value when Level 1 validation fails</li> </ul>   |
| 5. | Records Successfully Validated | C     | 2695                      | <ul style="list-style-type: none"> <li>Total number of records validated successfully</li> <li>It may not be possible to provide this value when Level 1 validation fails</li> </ul>   |
| 6. | Records in Validation Error    | C     | 170                       | <ul style="list-style-type: none"> <li>Total number of records that failed validations/matching</li> <li>This should be {Total number of records} - {Total number of records validated successfully}</li> <li>It may not be possible to provide this value when Level 1 validation fails</li> </ul>  |
| 7. | File Status                    | M     | Passed                    | Possible values for this field are: <ul style="list-style-type: none"> <li>Passed (when Level 1 validations pass).               <ul style="list-style-type: none"> <li>This does not mean that Level 2 validations passed for every record</li> <li>The counts mentioned above will inform the transmitter about how many records passed and how many failed in L2 validations</li> </ul> </li> <li>Failed (when Level 1 validations fail)</li> </ul> |

The format of the **SIS Validation Detail Error Report** is as follows:

| #  | FIELD                  | M / C | EXAMPLE(S)                          | COMMENTS   |
|----|------------------------|-------|-------------------------------------|--|
| 1. | Serial No              | M     | 1<br>1234                           | <ul style="list-style-type: none"> <li>System generated</li> <li>This should start at 1 for the first record printed after the header row, and should increment by 1 for every subsequent row</li> </ul>                       |
| 2. | File Name              | M     | MRSF-<br>1252025061800001.ZIP       | <ul style="list-style-type: none"> <li>Name of file as received in SIS</li> </ul>  |
| 3. | File Submission Date   | M     | 20251215                            | <ul style="list-style-type: none"> <li>Date on which file is received in SIS</li> </ul>  |
| 4. | Input File Line Number | C     | 125                                 | <ul style="list-style-type: none"> <li>The 'Line Number' of the record in the input file that failed validations / matching</li> <li>It may not be possible to provide this value when Level 1 validation fails</li> </ul>     |
| 5. | Field Name             | C     | Payment Status as per Billed Member | <ul style="list-style-type: none"> <li>The name of the field in the record in the input file that failed validations / matching</li> <li>It may not be possible to provide this value when Level 1 validation fails</li> </ul> |
| 6. | Error Code             | M     | ABCDE                               | <ul style="list-style-type: none"> <li>These will be assigned as part of the design process</li> </ul>   |
| 7. | Error Description      | M     | Invalid Currency Code               | <ul style="list-style-type: none"> <li>Error description for a validation/matching error</li> </ul>  |

### 11.13.3 For MISC Dispute CSV Input File

SIS generates two reports as part of the SIS Validation process:

- If a Dispute CSV file passes all validations, the Sending Member will receive the R1 report
- If a Dispute CSV fails one or more validations, the Sending Member will receive the R1 and R2 reports
- All possible errors should be reported in the R2 report

The format of the **SIS Validation Summary Report** is as follows

| #  | FIELD                              | M / C | COMMENTS  | EXAMPLE(S)                    |
|----|------------------------------------|-------|---|-------------------------------|
| 1. | Transmitter                        | M     | Accounting Code of the Transmitter of file                                    | 125                           |
| 1. | File Submission Date               | M     | Date on which file is received in IS  | 20250215                      |
| 2. | File Name                          | M     | Name of the file as received in IS  | MDMF-<br>1252025021500001.CSV |
| 3. | Billing Member of Original Invoice | M     | This should be the Billing Member of Original Invoice as provided in the file | E16                           |
| 4. | Billed Member of Original Invoice  | M     | This should be the Billed Member of Original Invoice as provided in the file  | 125                           |
| 5. | Original Invoice Number            | M     | This should be the Original Invoice Number as provided in the file            | DPM45688                      |

| #  | FIELD                    | M / C | COMMENTS   | EXAMPLE(S) |
|----|--------------------------|-------|--|------------|
| 6. | Dispute Reference Number | M     | This should be printed only if all the validations are successful and the dispute is created in the system   | 232        |
| 7. | File Status              | M     | Possible values for this field are: <ul style="list-style-type: none"> <li>Passed: This status should be printed when all the validations pass and file is processed successfully</li> <li>Failed: This status should be printed for a file even if a single validation fails</li> </ul> | Passed     |

The format of the **SIS Validation Detail Error Report** is as follows:

| #   | FIELD                              | M / C | COMMENTS  | EXAMPLE(S)                                      |
|-----|------------------------------------|-------|---|---|
| 1.  | Serial No                          | M     | <ul style="list-style-type: none"> <li>System generated</li> <li>This should start at 1 for the first record printed after the header row and should increment by 1 for every subsequent row</li> </ul> | 153   |
| 2.  | Transmitter                        | M     | Accounting Code of the Transmitter of file  | 125   |
| 3.  | File Submission Date               | M     | Date on which file is received in IS  | 20250215  |
| 4.  | File Name                          | M     | Name of the file as received in IS  | MDMF-1252025021500001.CSV                       |
| 5.  | Billing Member of Original Invoice | M     | This should be the Billing Member of Original Invoice as provided in the file   | E16   |
| 6.  | Billed Member of Original Invoice  | M     | This should be the Billed Member of Original Invoice as provided in the file  | 125   |
| 7.  | Original Invoice Number            | M     | This should be the Original Invoice Number as provided in the file  | DPM45688  |
| 8.  | Input File Line Number             | M     | <ul style="list-style-type: none"> <li>This should be the line/row number in the CSV</li> <li>If the file fails in sanity check this may not be printed</li> </ul>                                      | 15  |
| 9.  | Field Name                         | M     | This should print the name of the field in error  | DisputeLevel                                    |
| 10. | Error Code                         | M     | These will be assigned as part of the design process  | BMISC_21837                                     |
| 11. | Error Description                  | M     | The description of the error  | Reason Code is not valid for the dispute level. |

#### 11.13.4 For MISC Document Packages

SIS generates two reports as part of the SIS Validation process:

- If a package passes all validations, the Sending Member will receive the R1 report
- If a package fails one or more validations, the Sending Member will receive the R1 and R2 reports
- All possible errors should be reported in the R2 report

The format of the **SIS Validation Summary Report** is as follows:

| #  | FIELD                     | M / C | COMMENTS   | EXAMPLE(S)                            |
|----|---------------------------|-------|--|---------------------------------------|
| 1. | Sending Member            | M     | Accounting Code of the Sending Member of file, as mentioned in the file  | 125                                   |
| 2. | Receiving Member          | M     | Accounting Code of the Receiving Member of file, as mentioned in the file  | 055                                   |
| 3. | Package File<br>Name      | M     | Name of package file as received in SIS  | MDP<br>-SOA-2025-125-055-<br>1234.zip |
| 4. | Package Date              | M     | <ul style="list-style-type: none"> <li>Date on which package file is received in SIS</li> <li>Format is YYYYMMDD</li> </ul>  | 20251215                              |
| 5. | Total Number of Documents | M     | <ul style="list-style-type: none"> <li>Total number of documents (files) as provided in the main folder</li> <li>If no files are found, 0 will be indicated</li> </ul>   | 18                                    |
| 6. | Package File<br>Status    | M     | Valid values are: <ul style="list-style-type: none"> <li>"Error in Validation &amp; Error Non-Correctable" - Both file and package status should be mentioned for appropriate retrieval in the Processing Dashboard</li> <li>"Successfully Validated"</li> </ul> | Successfully Validated                |

The format of the **SIS Validation Detail Error Report** is as follows:

| #  | FIELD             | M / C | COMMENTS   | EXAMPLE(S)                               |
|----|-------------------|-------|--|--|
| 1. | Serial No         | M     | <ul style="list-style-type: none"> <li>System generated</li> <li>This should start at 1 for the first record printed after the header row, and should increment by 1 for every subsequent row</li> </ul>   | 1<br>12                                  |
| 2. | File Name         | M     | Name of package file as received in SIS  | MDPF<br>-SOA-2025-125-055-<br>123456.zip |
| 3. | Package Date      | M     | <ul style="list-style-type: none"> <li>Date on which package file is received in SIS</li> <li>Format is YYYYMMDD</li> </ul>  | 20251215                                 |
| 4. | Document Name     | C     | <ul style="list-style-type: none"> <li>The name of the document for which an error occurred (if any)</li> <li>This should be as per the file name provided in the main folder</li> <li>For non-document level errors, this field should be left blank</li> </ul> | ABC.pdf<br>XYZ.xlsx                      |
| 5. | Error Code        | M     | These will be assigned as part of the design process   | ABCDE                                    |
| 6. | Error Description | M     | The description of the error   | Invalid or unsupported<br>file extension |

## 11.14 Processed Invoice Data CSV File

| Serial No | Column                               | Description  | Format                        | Example   |
|-----------|--------------------------------------|--|-------------------------------|-----------|
| 1         | Serial No                            | The Serial Number of the Record  | 10N                           | 1         |
| 2         | Billing Entity Code                  | The numeric airline code or Alphanumeric Supplier Code of the Billing Entity   | 3 A/N                         | 220       |
| 3         | Clearance Month                      | The Clearance Month of billing   | YYYYMM                        | 202510    |
| 4         | Period                               | Period no of the Clearance Month   | 2N<br>(left padded with zero) | 02        |
| 5         | Billed Entity Code                   | The numeric airline code or Alphanumeric Supplier Code of the Billed Entity  | 3 A/N                         | 125       |
| 6         | Billing Category                     | The Billing Category<br>M – Miscellaneous<br>U – UATP  | 1A                            | P         |
| 7         | Settlement Method Indicator          | I – ICH<br>A – ACH<br>M – ACH Inter-clearance Billings or ACH Billings as per IATA rules<br>B – Bilateral<br>R – Adjustment due to Protest | 1A                            | I         |
| 8         | Invoice Number                       | The Invoice number details   | 10A/N                         | INV001    |
| 9         | Invoice Type                         | The Type of Invoice<br>IV – Invoice<br>CN – Credit Note  | 2 A/N                         | IV        |
| 10        | Currency of Billing                  | The Billing Currency Code  | 3 A/N                         | USD       |
| 11        | Invoice Amount in Billing Currency   | The Billing Currency Amount  | 13,3 N                        | 13321.230 |
| 12        | Currency of Clearance                | The Clearance Currency Code  | 3 A/N                         | USD       |
| 13        | Invoice Amount in Clearance Currency | The Clearance Currency Amount  | 13,3 N                        | 13321.230 |

Note: In this CSV file, the first record will be the column heading and the subsequent records will be the data records

## 11.15 Offline Archive File – Layout and Index File Specifications

The archive will contain hierarchical levels of folders; and files within folders as per specifications in the following table:

### 11.15.1 Weekly OAR

| LEVEL | FOLDER / FILE | CHILD OF LEVEL | DESCRIPTION   | FORMAT                           | EXAMPLE   |
|-------|---------------|----------------|---|----------------------------------|---|
| 0     | Folder        | n/a            | <p>The top level folder that indicates who the receiver is, whether data pertains to payables/receivables and the clearance period.</p> <p><b>Occurrence:</b> 1</p> <p>Folder name parameters:</p> <ul style="list-style-type: none"> <li>- Field 1 (<b>AAA</b> or <b>AAAA</b> or <b>AAAAA</b>): Billing Category MISC, UATP)</li> <li>- Field 2 (<b>T</b>): P for payables, R for receivables</li> <li>- Field 3 (<b>CC</b>): The prefix of the receiver (e.g. AA for American Airlines)</li> <li>- Field 4 (<b>DDD</b>): The designator of the receiver (e.g. 0001 for American Airlines)</li> <li>- Field 5 (<b>YYYYMMPP</b>): The billing clearance month and period number in case for MISC/UATP and the Output Generation Date in YYYYMMDD format in case of FORMC</li> </ul> | <b>AAAAA - T-CC-DDD-YYYYMMPP</b> | <p>MISC-P-AA-001-20250403</p> <p>(Miscellaneous Payables information for American Airlines, period 3 of April-2025)</p> |
| 1A    | File          | 0              | <p>Index file (in XML format).</p> <p><b>Occurrence:</b> 1</p> <p>-</p>   | INDEX.XML                        | INDEX.XML   |
| 1B    | Folder        | 0              | <p>The designator of the Member for which the invoices below pertain to:</p> <ul style="list-style-type: none"> <li>- Billed Member identification if target recipient receives receivables data</li> <li>- Billing Member identification if target recipient receives payables data</li> </ul> <p><b>Occurrence:</b> 1 or more</p> <p>Folder name parameters:</p> <ul style="list-style-type: none"> <li>- Positions 1-2 (<b>CC</b>): The designator of the Member (e.g. BA for British Airways)</li> <li>- Positions 4-6 (<b>DDD</b>): The prefix of the Member (e.g. 125 for British Airways)</li> </ul>   | <b>CC-DDD</b>                    | BA-125  |

| LEVEL | FOLDER / FILE | CHILD OF LEVEL | DESCRIPTION   | FORMAT  | EXAMPLE  |
|-------|---------------|----------------|---|---|--|
| 2A    | Folder        | 1B             | <p>The invoice folder containing all invoice related information.</p> <p><b>Occurrence:</b> 1 or more</p> <p>In case of MISC/UATP</p> <p>Folder name parameters:</p> <ul style="list-style-type: none"> <li>Positions 4 onwards (<b>NNNNNNNNNN</b>): The invoice number (The size of this field is variable (max 10 characters) as the Invoice Numbers need not have 10 characters in all cases)</li> </ul>   | INV- <b>NNNNNNNNNN</b>  | <p>INV-ABCDE12345</p> <p>(Invoice #ABCDE12345)</p>                           |
| 3A    | Folder        | 2A             | <p>The e-invoicing folder containing Invoice copy, Digital Signature files as well as verification log file, General Terms Document</p> <p><b>Occurrence:</b> 0 or 1 (This folder will be created only if the entity has requested for a PDF Invoice copy and/or Digital Signature files)</p>   | E-INVOICE   | E-INVOICE  |
| 4A    | File          | 3A             | <p>The Invoice in PDF format. If the entity has opted for Digital Signature Service of PDF Invoice, then this file will be the digitally signed PDF Invoice (with embedded digital signature) else this will be a Non Digitally Signed Invoice Copy.</p> <p><b>Occurrence:</b> 0 or 1 (This file will be present only if the entity has requested for a PDF Invoice Copy and/or for a Digitally Signed PDF File)</p> <p>Filename parameters:</p> <ul style="list-style-type: none"> <li>Position 1 (<b>A</b>): The Billing Category (M/U)</li> <li>Position 6-7 (<b>CC</b>): The designator of the billing member (e.g. AA for American Airlines)</li> <li>Position 9-11 (<b>DDD</b>): The prefix of the billing member (e.g. 0001 for American Airlines)</li> <li>Positions 13-22 (<b>NNNNNNNNNN</b>): The invoice number</li> </ul> | <b>A</b> INV- <b>CC</b> - <b>DDD</b> - <b>NNNNNNNNNN</b> .PDF | <p>MINV-LH-220-ABCDE12345.PDF</p> <p>(Miscellaneous invoice #ABCDE12345)</p> |

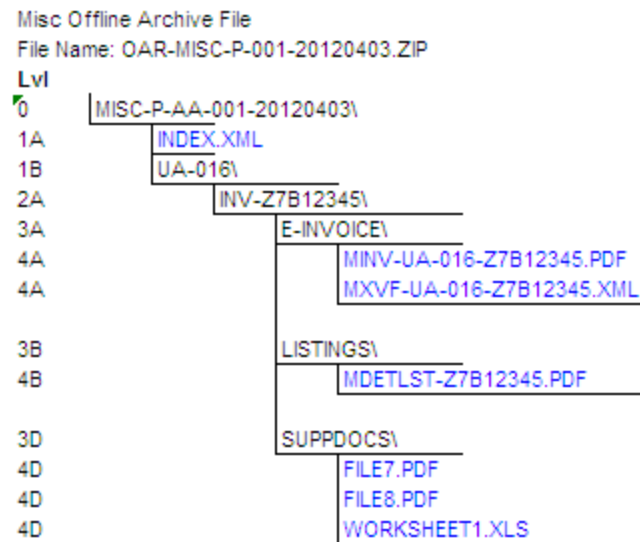
| LEVEL | FOLDER / FILE | CHILD OF LEVEL | DESCRIPTION   | FORMAT   | EXAMPLE                        |
|-------|---------------|----------------|---|--|--------------------------------|
| 4A    | File          | 3A             | <p>The Invoice in XML Format.</p> <p><b>Occurrence:</b> 0 or 1 (This file will be present only if the entity has opted for Digital Signature Service of XML Invoice and has requested for the XML Invoice download)</p> <p>Filename parameters:</p> <ul style="list-style-type: none"> <li>- Position 1 (<b>A</b>): The Billing Category (M/U)</li> <li>- Position 6-7 (<b>CC</b>): The designator of the billing member (e.g. AA for American Airlines)</li> <li>- Position 9-11 (<b>DDD</b>): The designator of the billing member (e.g. 001 for American Airlines)</li> <li>- Positions 13-22 (<b>NNNNNNNNNN</b>): The invoice number (As Invoice number is alphanumeric, it is not necessary that the length of all invoice numbers will have 10 characters)</li> </ul> | <b>A</b> INV- <b>CC</b> - <b>DDD</b> -<br><b>NNNNNNNNNN</b> .XML | MINV-AA-001-<br>ABCDE12345.XML |
| 4A    | File          | 3A             | <p>The verification log file of the Digitally Signed Invoice.</p> <p><b>Occurrence:</b> 0 or 1</p> <p>Filename parameters:</p> <ul style="list-style-type: none"> <li>- Position 1 (<b>A</b>): The Billing Category (M/U)</li> <li>- Position 6-7 (<b>CC</b>): The designator of the billing member (e.g. AA for American Airlines)</li> <li>- Position 9-11 (<b>DDD</b>): The prefix of the billing member (e.g. 001 for American Airlines)</li> <li>- Positions 13-22 (<b>NNNNNNNNNN</b>): The invoice number (The size of this field is variable (max 10 characters) as the Invoice Numbers need not have 10 characters in all cases)</li> </ul>   | <b>A</b> XVF- <b>CC</b> - <b>DDD</b> -<br><b>NNNNNNNNNN</b> .XML | MXVF-BA-125-<br>ABCDE12345.XML |

| LEVEL | FOLDER / FILE | CHILD OF LEVEL | DESCRIPTION  | FORMAT   | EXAMPLE                   |
|-------|---------------|----------------|--|--|---------------------------|
| 4A    | File          | 3A             | <p>The Digital Signature file</p> <p><b>Occurrence:</b> 0 or 1 (This file will be present only in case an XML Invoice was digitally signed. In case of a PDF Invoice, the Digital Signature will be embedded in the PDF document)</p> <p>Filename parameters:</p> <ul style="list-style-type: none"> <li>- Position 1 (<b>A</b>): The Billing Category (M/U)</li> <li>- Position 5-6 (<b>CC</b>): The designator of the billing member (e.g. AA for American Airlines)</li> <li>- Position 8-10 (<b>DDD</b>): The prefix of the billing member (e.g. 001 for American Airlines)</li> <li>- Positions 12-21 (<b>XXXXXXXXXX</b>): The invoice number (The size of this field is variable (max 10 characters) as the Invoice Numbers need not have 10 characters in all cases)</li> </ul> | <p><b>ADS-CC-DDD-XXXXXXXXXX.XML</b></p>  | MDS-AI-098-ABCDE12345.XML |
| 4A    | File          | 3A             | <p>General Terms Document</p> <p><b>Occurrence:</b> 0 or 1 (This file will be present only if uploaded by the billing entity in their Member Profile, per Location ID)</p>   | <p>In PDF format<br/>The length of file name including the extension should NOT be greater than 50</p> | ABC.PDF                   |
| 3B    | Folder        | 2A             | <p>The folder containing detailed listings</p> <p><b>Occurrence:</b> 0 or 1<br/>This folder will be created only if the entity has requested for detailed listings to be provided.</p>   | LISTINGS   | LISTINGS                  |

| LEVEL | FOLDER / FILE | CHILD OF LEVEL | DESCRIPTION   | FORMAT   | EXAMPLE                |
|-------|---------------|----------------|---|--|------------------------|
| 4B    | Files         | 3B             | <p>Detailed listings of the invoices.<br/><b>Occurrence:</b> 1 or more</p> <p>In case of MISC/UATP<br/>Filename parameters:</p> <ul style="list-style-type: none"> <li>- Position 1 (<b>A</b>): The Billing Category (M/U)</li> <li>- Positions 2-7 (<b>XXXXXX</b>): Further details about the nature of the listing. This will change per billing category and nature of invoice. See details below.</li> <li>- Positions 9 onwards (<b>NNNNNNNNNN</b>): The invoice number (The size of this field is variable (max 10 characters) as the Invoice Numbers need not have 10 characters in all cases)</li> </ul> <p><b>Extension:</b></p> <ul style="list-style-type: none"> <li>- For Billing Category MISC the extension will be PDF and CSV</li> <li>- For Billing Category UATP the extension will be PDF</li> <li>- Details about the nature of the listing (<b>XXXXXX</b>):</li> <li>- MISC/UATP: DETLST</li> </ul> | <b>A</b> XXXXXXXX-NNNNNNNNNN.CSV<br>or<br><b>A</b> XXXXXXXX-NNNNNNNNNN.PDF | MNSSC01-ABCDE12345.CSV |
| 3D    | Folder        | 2A             | <p>Folder containing supporting documents</p> <p><b>Occurrence:</b> 0 or 1<br/>This folder will be created only if supporting documents are contained in the invoice.</p>   | SUPPDOCS   | SUPPDOCS               |
| 4D    | Files         | 3D             | <p>Supporting documents applicable for the invoice (MISC/UATP).</p> <p><b>Occurrence:</b> 0 or more</p> <p>The names of these files will be as per what was submitted by Billing Member</p>   | Any  | Any                    |

**Example:**

AA receives an offline archive for Payables data for period 3, April-2012. Sample structure indicates how the data will be stored in the offline archive for MISC.



Format of XML Index file when Member receives receivables data. (Refer to SISReceivablesIndexTransmission.xsd for technical reference)

| Structure / Elements            |   |   |   |   |   |   |   |         |        |      |      |                                    |  |
|---------------------------------|---|---|---|---|---|---|---|---------|--------|------|------|------------------------------------|--|
| 0                               | 1 | 2 | 3 | 4 | 5 | 6 | 7 | {level} | Repeat | Type | Size | Values                             | Description  |
| SISReceivablesIndexTransmission |   |   |   |   |   |   |   |         | 1      |      |      |                                    | Defines the Index File for Receivable billings   |
| SISReceivablesIndexHeader       |   |   |   |   |   |   |   |         | 1      |      |      |                                    | Header Information of the SIS Index file for Receivables                                 |
| Version                         |   |   |   |   |   |   |   |         | 1      | AN   | 50   | "IATA:SISReceivablesIndexV4.3.0.0" | Current version number of the specification  |
| TransmissionID                  |   |   |   |   |   |   |   |         | 0-1    | AN   | 50   |                                    | Unique identifier for the TransmissionMessage.   |
| BillingMember                   |   |   |   |   |   |   |   |         | 1      | AN   | 3    |                                    | Member Prefix (220 in case of Lufthansa, 001 in case of American Airlines)               |
| ClearanceMonth                  |   |   |   |   |   |   |   |         | 1      | DT   | 4    |                                    | Clearance Month for which the supporting is getting linked. This should be in MMY format |
| PeriodNumber                    |   |   |   |   |   |   |   |         | 1      | AN   | 2    |                                    | Clearance Period on for which the Invoice Details are to be linked                       |
| BillingCategory                 |   |   |   |   |   |   |   |         | 1      | AN   | 1    | M, U                               | Type of Invoice: M-Misc, U-UATP  |
| InvoiceHeader                   |   |   |   |   |   |   |   |         | 1-oo   |      |      |                                    |  |
| BilledMember                    |   |   |   |   |   |   |   |         | 1      | AN   | 3    |                                    | Member Prefix (220 in case of Lufthansa, 001 in case of American Airlines)               |
| InvoiceNumber                   |   |   |   |   |   |   |   |         | 1      | AN   | 10   |                                    | Invoice Number details   |
| EInvoicingFiles                 |   |   |   |   |   |   |   |         | 0-oo   |      |      |                                    |  |
| SrNo                            |   |   |   |   |   |   |   |         | 1      | N    | 5    |                                    | Serial number for e-invoicing related files  |
| FileName                        |   |   |   |   |   |   |   |         | 1      | AN   | 500  |                                    | The e-invoicing file name including the relative path to access it (if any)              |

Format of XML index file when Member receives payables data (Refer to SISPayablesIndexTransmission.xsd for technical reference)

| Structure / Elements                |   |   |   |   |   |   |   |                  |        |      |      |                                  |  |  |
|-------------------------------------|---|---|---|---|---|---|---|------------------|--------|------|------|----------------------------------|--|--|
| 0                                   | 1 | 2 | 3 | 4 | 5 | 6 | 7 | <i>{/level/}</i> | Repeat | Type | Size | Values                           | Description  |  |
| <b>SISPayablesIndexTransmission</b> |   |   |   |   |   |   |   |                  | 1      |      |      |                                  | Defines the Index File for Payable billings  |  |
| <b>SISPayablesIndexHeader</b>       |   |   |   |   |   |   |   |                  | 1      |      |      |                                  | Header Information of the SIS Index file for Payables  |  |
| Version                             |   |   |   |   |   |   |   |                  | 1      | AN   | 50   | "IATA:SISPayablesIndex V4.3.0.0" | Current version number of the specification  |  |
| TransmissionID                      |   |   |   |   |   |   |   |                  | 0-1    | AN   | 50   |                                  | Unique identifier for the TransmissionMessage.   |  |
| BilledMember                        |   |   |   |   |   |   |   |                  | 1      | AN   | 3    |                                  | Member Prefix (220 in case of Lufthansa, 001 in case of American Airlines)   |  |
| ClearanceMonth                      |   |   |   |   |   |   |   |                  | 1      | DT   | 4    |                                  | Clearance Month for which the supporting is getting linked. This should be in MMY format   |  |
| PeriodNumber                        |   |   |   |   |   |   |   |                  | 1      | AN   | 2    |                                  | Clearance Period on for which the Invoice Details are to be linked   |  |
| BillingCategory                     |   |   |   |   |   |   |   |                  | 1      | AN   | 1    | M, U                             | Type of Invoice: M-Misc, U-UATP  |  |
| <b>InvoiceHeader</b>                |   |   |   |   |   |   |   |                  | 1-oo   |      |      |                                  |  |  |
| BillingMember                       |   |   |   |   |   |   |   |                  | 1      | AN   | 3    |                                  | Member Prefix (220 in case of Lufthansa, 001 in case of American Airlines)   |  |
| InvoiceNumber                       |   |   |   |   |   |   |   |                  | 1      | AN   | 10   |                                  |  |  |
| ElnoicingFiles                      |   |   |   |   |   |   |   |                  | 0-oo   |      |      |                                  |  |  |
| SrNo                                |   |   |   |   |   |   |   |                  | 1      | N    | 5    |                                  | Serial number for e-invoicing related files  |  |
| FileName                            |   |   |   |   |   |   |   |                  | 1      | AN   | 500  |                                  | The e-invoicing file name including the relative path to access it (if any)  |  |
| DetailedListingFiles                |   |   |   |   |   |   |   |                  | 0-oo   |      |      |                                  |  |  |
| SrNo                                |   |   |   |   |   |   |   |                  | 1      | N    | 5    |                                  | Serial number for Detailed Listing related files   |  |
| FileName                            |   |   |   |   |   |   |   |                  | 1      | AN   | 500  |                                  | The detailed listing file name including the relative path to access it (if any)   |  |
| InvoiceSupportingAttachments        |   |   |   |   |   |   |   |                  | 0-oo   |      |      |                                  |  |  |
| AttachmentNumber                    |   |   |   |   |   |   |   |                  | 1      | N    | 5    |                                  | Serial number for Invoice Attachments  |  |
| AttachmentFileName                  |   |   |   |   |   |   |   |                  | 1      | AN   | 65   |                                  | The attachment file name including the relative path to access it (if any). (The filename of the attachment should contain no more than 65 characters including the extension. |  |

### 11.15.2 MISC Location specific weekly OAR

| LEVEL | FOLDER / FILE | CHILD OF LEVEL | DESCRIPTION   | FORMAT                                 | EXAMPLE   |
|-------|---------------|----------------|---|--|---|
| 0     | Folder        | n/a            | <p>The top level folder that indicates who the receiver is, whether data pertains to payables/receivables and the clearance period.</p> <p><b>Occurrence:</b> 1</p> <p>Folder name parameters:</p> <ul style="list-style-type: none"> <li>- Field 1: Always MISC</li> <li>- Field 2 (<b>T</b>): P for payables, R for receivables</li> <li>- Field 3 (<b>CC</b>): The prefix of the receiver (e.g. AA for American Airlines)</li> <li>- Field 4 (<b>DDD</b>): The accounting code of the receiver (e.g. 001 for American Airlines).</li> <li>- Field 5 (<b>YYYYMMPP</b>): The billing clearance month and period number</li> <li>- Field 6: Always L followed by <b>MMMMMMM</b>. The Location ID of the target recipient for which the file is generated. The length of Location ID will range between 1 and 7</li> </ul> | MISC- <b>T-CC-DDD-YYYYMMPP-LMMMMMM</b> | <p>MISC-P-AA-001-20250403-L12\</p> <p>(MISC Payables information for Location ID 12 of American Airlines, period 3 of April-2025)</p> |
| 1A    | File          | 0              | <p>Index file (in XML format).</p> <p><b>Occurrence:</b> 1</p> <p>-</p>   | INDEX.XML                              | INDEX.XML   |
| 1B    | Folder        | 0              | <p>The designator and accounting code of the Member for which the invoices below pertain to:</p> <ul style="list-style-type: none"> <li>- Billed Member identification if target recipient receives receivables data</li> <li>- Billing Member identification if target recipient receives payables data</li> </ul> <p><b>Occurrence:</b> 1 or more</p> <p>Folder name parameters:</p> <ul style="list-style-type: none"> <li>- Positions 1-2 (<b>CC</b>): The designator of the Member (e.g. BA for British Airways)</li> <li>- Positions 4 onwards (<b>DDD</b>): The accounting code of the Member (e.g. 125 for British Airways).</li> </ul>   | <b>CC-DDD</b>                          | BA-125  |

| LEVEL | FOLDER / FILE | CHILD OF LEVEL | DESCRIPTION  | FORMAT                                   | EXAMPLE  |
|-------|---------------|----------------|--|--|--|
| 2A    | Folder        | 1B             | <p>The invoice folder containing all invoice related information.</p> <p><b>Occurrence:</b> 1 or more</p> <p>Folder name parameters:</p> <ul style="list-style-type: none"> <li>Positions 4 onwards (<b>XXXXXXXXXX</b>): The invoice number (The size of this field is variable (max 10 characters) as the Invoice Numbers need not have 10 characters in all cases)</li> </ul>  | INV- <b>XXXXXXXXXX</b>                   | <p>INV-ABCDE12345</p> <p>(Invoice #ABCDE12345)</p>   |
| 3A    | Folder        | 2A             | <p>The e-invoicing folder containing Invoice copy, Digital Signature files as well as verification log file</p> <p><b>Occurrence:</b> 0 or 1 (This folder will be created only if the entity has requested for a PDF Invoice copy and/or Digital Signature files)</p>  | E-INVOICE                                | E-INVOICE  |
| 4A    | File          | 3A             | <p>The Invoice in PDF format. If the entity has opted for Digital Signature Service of PDF Invoice, then this file will be the digitally signed PDF Invoice (with embedded digital signature) else this will be a Non Digitally Signed Invoice Copy.</p> <p><b>Occurrence:</b> 0 or 1 (This file will be present only if the entity has requested for a PDF Invoice Copy and/or for a Digitally Signed PDF File)</p> <p>Filename parameters:</p> <ul style="list-style-type: none"> <li>Position 1: Always MINV</li> <li>Position 6-7 (<b>CC</b>): The designator of the billing member (e.g. AA for American Airlines)</li> <li><b>DDD</b>: The accounting code of the billing member (e.g. 001 for American Airlines).</li> <li><b>XXXXXXXXXX</b>: The invoice number. The length of this field will range between 1 and 10</li> </ul> | <p>MINV-<b>CC-DDD-XXXXXXXXXX</b>.PDF</p> | <p>MINV-LH-220-ABCDE12345.PDF</p> <p>(MISC invoice #ABCDE12345 billed by Lufthansa LH/220)</p> |

| LEVEL | FOLDER / FILE | CHILD OF LEVEL | DESCRIPTION   | FORMAT   | EXAMPLE   |
|-------|---------------|----------------|---|--|---|
| 4A    | File          | 3A             | <p>The Invoice in XML Format.</p> <p><b>Occurrence:</b> 0 or 1 (This file will be present only if the entity has opted for Digital Signature Service of XML Invoice and has requested for the XML Invoice download)</p> <p>Filename parameters:</p> <ul style="list-style-type: none"> <li>- Position 1-4: Always MINV</li> <li>- Position 6-7 (<b>CC</b>): The designator of the billing member (e.g. AA for American Airlines)</li> <li>- <b>DDD</b>: The accounting code of the billing member (e.g. 001 for American Airlines).</li> <li>- <b>XXXXXXXXXX</b>: The invoice number. The length of this field will range between 1 and 10</li> </ul> | <p>MINV-<b>CC-DDD</b>-<br/><b>XXXXXXXXXX</b>.XML</p> | <p>MINV-LH-220-<br/>ABCDE12345.XML</p> <p>(MISC invoice #ABCDE12345 billed by Lufthansa LH/220)</p>                       |
| 4A    | File          | 3A             | <p>The verification log file of the Digitally Signed Invoice.</p> <p><b>Occurrence:</b> 0 or 1</p> <p>Filename parameters:</p> <ul style="list-style-type: none"> <li>- Position 1-4: Always MXVF</li> <li>- Position 6-7 (<b>CC</b>): The designator of the billing member (e.g. AA for American Airlines)</li> <li>- <b>DDD</b>: The accounting code of the billing member (e.g. 001 for American Airlines).</li> <li>- <b>XXXXXXXXXX</b>: The invoice number. The length of this field will range between 1 and 10</li> </ul>  | <p>MXVF-<b>CC-DDD</b>-<br/><b>XXXXXXXXXX</b>.XML</p> | <p>MXVF-LH-220-<br/>ABCDE12345.XML</p> <p>(Verification file for MISC invoice #ABCDE12345 billed by Lufthansa LH/220)</p> |

| LEVEL | FOLDER / FILE | CHILD OF LEVEL | DESCRIPTION   | FORMAT  | EXAMPLE   |
|-------|---------------|----------------|---|---|---|
| 4A    | File          | 3A             | <p>The Digital Signature file</p> <p><b>Occurrence:</b> 0 or 1 (This file will be present only in case when the digital signature cannot be embedded in the XML Invoice by the DS provider and a separate Digital Signature file for the XML invoice is received. In case of a PDF Invoice, the Digital Signature will be embedded in the PDF document.)</p> <p>Filename parameters:</p> <ul style="list-style-type: none"> <li>- Position 1-3: Always MDS</li> <li>- Position 5-6 (<b>CC</b>): The designator of the billing member (e.g. AA for American Airlines)</li> <li>- <b>DDD</b>: The accounting code of the billing member (e.g. 001 for American Airlines).</li> <li>- <b>XXXXXXXXXX</b>: The invoice number. The length of this field will range between 1 and 10</li> </ul> | MDS- <b>CC-DDD-XXXXXXXXXX</b> .XML  | <p>MDS- LH-220-ABCDE12345.XML</p> <p>(Digital Signature file for MISC invoice #ABCDE12345 billed by Lufthansa LH/220)</p>                           |
| 4A    | File          | 3A             | <p>General Terms Document</p> <p><b>Occurrence:</b> 0 or 1 (This file will be present only if uploaded by the billing entity in their Member Profile, per Location ID)</p>  | <p>In PDF format</p> <p>The length of file name including the extension should NOT be greater than 50</p> | ABC.PDF   |
| 3B    | Folder        | 2A             | <p>The folder containing detailed listings</p> <p><b>Occurrence:</b> 0 or 1</p> <p>This folder will be created only if the entity has requested for detailed listings to be provided.</p>   | LISTINGS  | LISTINGS  |
| 4B    | Files         | 3B             | <p>Detailed listings of the invoices.</p> <p><b>Occurrence:</b> 1</p> <p>Filename parameters:</p> <ul style="list-style-type: none"> <li>- Position 1-7: Always MDETLST</li> <li>- Position 9 onwards (<b>XXXXXXXXXX</b>): The invoice number. The length of this field will range between 1 and 10</li> </ul>  | <p>MDETLST-<b>XXXXXXXXXX</b>.PDF</p> <p>MDETLST-<b>XXXXXXXXXX</b>.CSV</p>                                 | <p>MDETLST- ABCDE12345.PDF</p> <p>MDETLST- ABCDE12345.CSV</p> <p>(Detailed listing of for MISC invoice #ABCDE12345 billed by Lufthansa LH/220))</p> |
| 3D    | Folder        | 2A             | <p>Folder containing supporting documents</p> <p><b>Occurrence:</b> 0 or 1</p> <p>This folder will be created only if supporting documents are contained in the invoice.</p>  | SUPPDOCS  | SUPPDOCS  |

| LEVEL | FOLDER / FILE | CHILD OF LEVEL | DESCRIPTION  | FORMAT | EXAMPLE |
|-------|---------------|----------------|--|--------|---------|
| 4D    | Files         | 3D             | Supporting documents applicable for the invoice (MISC/UATP).<br><br><b>Occurrence:</b> 0 or more<br><br>The names of these files will be as per what was submitted by Billing Member | Any    | Any     |

**Example:**

Location ID '12' of AA receives an offline archive for Payables data for period 3, April-2016. Sample structure indicates how the data will be stored in the offline archive.

MISC Location Specific Weekly Offline Archive File

File Name: OAR-MISC-P-001-20160403-L12.ZIP

**Lvl**

|    |                             |
|----|-----------------------------|
| 0  | MISC-P-AA-001-20160403-L12\ |
| 1A | INDEX.XML                   |
| 1B | UA-016\                     |
| 2A | INV-Z7B12345\               |
| 3A | E-INVOICE\                  |
| 4A | MINV-UA-016-Z7B12345.PDF    |
| 4A | MXVF-UA-016-Z7B12345.XML    |
| 3B | LISTINGS\                   |
| 4B | MDETLST-Z7B12345.PDF        |
| 3D | SUPPDOCS\                   |
| 4D | FILE7.PDF                   |
| 4D | FILE8.PDF                   |
| 4D | WORKSHEET1.XLS              |

Format of XML Index file when Member receives receivables data. (Refer to SISReceivablesIndexTransmission.xsd for technical reference)

| Structure / Elements                   |   |   |   |   |   |   |   |         |        |      |      |  |  |
|--|---|---|---|---|---|---|---|---------|--------|------|------|--|--|
| 0                                      | 1 | 2 | 3 | 4 | 5 | 6 | 7 | {level} | Repeat | Type | Size | Values   | Description  |
| <b>SISReceivablesIndexTransmission</b> |   |   |   |   |   |   |   |         | 1      |      |      |  | Defines the Index File for Receivable billings   |
| <b>SISReceivablesIndexHeader</b>       |   |   |   |   |   |   |   |         | 1      |      |      |  | Header Information of the SIS Index file for Receivables                                 |
| Version                                |   |   |   |   |   |   |   |         | 1      | AN   | 50   | "IATA:SISR<br>eceivables<br>IndexV4.3.<br>0.0" | Current version number of the specification  |
| TransmissionID                         |   |   |   |   |   |   |   |         | 0-1    | AN   | 50   |  | Unique identifier for the TransmissionMessage.   |
| BillingMember                          |   |   |   |   |   |   |   |         | 1      | AN   | 3    |  | Member Accounting Code (220 in case of Lufthansa, 001 in case of American Airlines etc.) |
| ClearanceMonth                         |   |   |   |   |   |   |   |         | 1      | DT   | 4    |  | Clearance Month for which the supporting is getting linked. This should be in MMY format |
| PeriodNumber                           |   |   |   |   |   |   |   |         | 1      | AN   | 2    |  | Clearance Period on for which the Invoice Details are to be linked                       |
| BillingCategory                        |   |   |   |   |   |   |   |         | 1      | AN   | 1    | M  | Always M for Miscellaneous   |
| <b>InvoiceHeader</b>                   |   |   |   |   |   |   |   |         | 1-oo   |      |      |  |  |
| BilledMember                           |   |   |   |   |   |   |   |         | 1      | AN   | 3    |  | Member Accounting Code (220 in case of Lufthansa, 001 in case of American Airlines etc.) |
| InvoiceNumber                          |   |   |   |   |   |   |   |         | 1      | AN   | 10   |  | Invoice Number details   |
| <b>EInvoicingFiles</b>                 |   |   |   |   |   |   |   |         | 0-oo   |      |      |  |  |
| SrNo                                   |   |   |   |   |   |   |   |         | 1      | N    | 5    |  | Serial number for e-invoicing related files  |
| FileName                               |   |   |   |   |   |   |   |         | 1      | AN   | 500  |  | The e-invoicing file name including the relative path to access it (if any)              |
| <b>DetailedListingFiles</b>            |   |   |   |   |   |   |   |         | 0-1    |      |      |  |  |
| SrNo                                   |   |   |   |   |   |   |   |         | 1      | N    | 5    |  | Serial number for Detailed Listing related files   |
| FileName                               |   |   |   |   |   |   |   |         | 1      | AN   | 500  |  | The detailed listing file name including the relative path to access it (if any)         |

Format of XML index file when Member receives payables data (Refer to SISPayablesIndexTransmission.xsd for technical reference)

| Structure / Elements         |   |   |   |   |   |   |   |           |        |      |      |                                  |  |
|------------------------------|---|---|---|---|---|---|---|-----------|--------|------|------|----------------------------------|--|
| 0                            | 1 | 2 | 3 | 4 | 5 | 6 | 7 | {/level/} | Repeat | Type | Size | Values                           | Description  |
| SISPayablesIndexTransmission |   |   |   |   |   |   |   |           | 1      |      |      |                                  | Defines the Index File for Payable billings  |
| SISPayablesIndexHeader       |   |   |   |   |   |   |   |           | 1      |      |      |                                  | Header Information of the SIS Index file for Payables                                    |
| Version                      |   |   |   |   |   |   |   |           | 1      | AN   | 50   | "IATA:SISPayablesIndex V4.3.0.0" | Current version number of the specification  |
| TransmissionID               |   |   |   |   |   |   |   |           | 0-1    | AN   | 50   |                                  | Unique identifier for the TransmissionMessage.   |
| BilledMember                 |   |   |   |   |   |   |   |           | 1      | AN   | 3    |                                  | Member Accounting Code (220 in case of Lufthansa, 001 in case of American Airlines)      |
| ClearanceMonth               |   |   |   |   |   |   |   |           | 1      | DT   | 4    |                                  | Clearance Month for which the supporting is getting linked. This should be in MMY format |
| PeriodNumber                 |   |   |   |   |   |   |   |           | 1      | AN   | 2    |                                  | Clearance Period on for which the Invoice Details are to be linked                       |
| BillingCategory              |   |   |   |   |   |   |   |           | 1      | AN   | 1    | M                                | Always M for Miscellaneous   |
| InvoiceHeader                |   |   |   |   |   |   |   |           | 1-oo   |      |      |                                  |  |
| BillingMember                |   |   |   |   |   |   |   |           | 1      | AN   | 3    |                                  | Member Accounting Code (220 in case of Lufthansa, 001 in case of American Airlines)      |
| InvoiceNumber                |   |   |   |   |   |   |   |           | 1      | AN   | 10   |                                  |  |
| EInvoicingFiles              |   |   |   |   |   |   |   |           | 0-oo   |      |      |                                  |  |
| SrNo                         |   |   |   |   |   |   |   |           | 1      | N    | 5    |                                  | Serial number for e-invoicing related files  |
| FileName                     |   |   |   |   |   |   |   |           | 1      | AN   | 500  |                                  | The e-invoicing file name including the relative path to access it (if any)              |
| DetailedListingFiles         |   |   |   |   |   |   |   |           | 0-1    |      |      |                                  |  |
| SrNo                         |   |   |   |   |   |   |   |           | 1      | N    | 5    |                                  | Serial number for Detailed Listing related files   |
| FileName                     |   |   |   |   |   |   |   |           | 1      | AN   | 500  |                                  | The detailed listing file name including the relative path to access it (if any)         |
| InvoiceSupportingAttachments |   |   |   |   |   |   |   |           | 0-oo   |      |      |                                  |  |
| AttachmentNumber             |   |   |   |   |   |   |   |           | 1      | N    | 5    |                                  | Serial number for Invoice Attachments  |
| AttachmentFileName           |   |   |   |   |   |   |   |           | 1      | AN   | 500  |                                  | The attachment file name including the relative path to access it (if any)               |

### 11.15.3 Daily Payable OAR for MISC Bilateral Invoices/Credit Notes

| LEVEL | FOLDER / FILE | CHILD OF LEVEL | DESCRIPTION   | FORMAT                               | EXAMPLE   |
|-------|---------------|----------------|---|--------------------------------------|---|
| 0     | Folder        | n/a            | <p>The top level folder that indicates who the receiver is and the delivery date</p> <p><b>Occurrence:</b> 1</p> <p>Folder name contains multiple fields, each separated by a '-' (hyphen/dash)</p> <p>Folder name parameters:</p> <ul style="list-style-type: none"> <li>- Field 1: Always D to indicate Daily</li> <li>- Field 2: Always MISC, such files apply for MISC Invoices/Credit Notes only</li> <li>- Field 3: Always P, such files are always sent from a Payables perspective only</li> <li>- Field 4 (<b>CC</b>): The prefix of the receiver/Billed Member (e.g. JL for Japan Airlines)</li> <li>- Field 5 (<b>DDD</b>): The accounting code of the receiver/Billed Member (e.g. 131 for Japan Airlines)</li> <li>- Field 6 (<b>YYYYMMDD</b>): The delivery date of the OAR</li> </ul> <p><b>Important:</b> Field 6 (the delivery date of the OAR) will map to the originally determined 'Target Date of Daily Delivery Output' during the daily scheduled output process. So, even if a file is re-generated, this date will not change and will always indicate the originally determined target delivery date.</p> | <b>D-MISC-P-CC-DDD-<br/>YYYYMMDD</b> | <p>D-MISC-P-JL-131-20251211\</p> <p>(Daily OAR received by JL-131 for Payables MISC Bilateral Invoices/Credit Notes on 11-Dec-2025)</p> |
| 1A    | File          | 0              | <p>Index file (in XML format).</p> <p><b>Occurrence:</b> 1</p>  | <b>INDEX.XML</b>                     | INDEX.XML   |
| 1B    | Folder        | 0              | <p>The Designator and Accounting Code of the Billing Member, whose invoices will be included in folders below this level</p> <p><b>Occurrence:</b> 1 or more</p> <p>Folder name contains multiple fields, each separated by a '-' (hyphen/dash)</p> <p>Folder name parameters:</p> <ul style="list-style-type: none"> <li>- Field 1 (<b>CC</b>): The designator of the Member (e.g. AF for Air France)</li> <li>- Field 2 (<b>DDD</b>): The accounting code of the Member (e.g. 057 for Air France)</li> </ul>  | <b>CC-DDD</b>                        | AF-057  |

| LEVEL | FOLDER / FILE | CHILD OF LEVEL | DESCRIPTION   | FORMAT  | EXAMPLE   |
|-------|---------------|----------------|---|---|---|
| 2A    | Folder        | 1B             | <p>The invoice folder containing all invoice related information.</p> <p><b>Occurrence:</b> 1 or more</p> <p>Folder name contains multiple fields, each separated by a '-' (hyphen/dash)</p> <p>Folder name parameters:</p> <ul style="list-style-type: none"> <li>- Field 1: Always INV</li> <li>- Field 2 (#####): The number of the Invoice/Credit Note. Will have a minimum length of 1 and a maximum length of 10</li> </ul> | INV-#####   | <p>INV-TBUY675</p> <p>(Invoice #TBUY675)</p>  |
| 3A    | Folder        | 2A             | <p>The e-invoicing folder containing Invoice copy, Digital Signature files as well as verification log file</p> <p><b>Occurrence:</b> 0 or 1 (This folder will be created only if the Billed Member has requested for a PDF Invoice copy and/or Digital Signature files)</p>  | E-INVOICE   | E-INVOICE   |
| 4A    | File          | 3A             | <p>The Invoice in PDF format.</p> <p><b>Occurrence:</b> 0 or 1 (This file will be present only if the entity has requested for a PDF Invoice Copy and/or for a Digitally Signed PDF File)</p> <p>Filename parameters: Refer to specifications defined in weekly OAR structure</p>   | MINV-CC-DDD-#####.PDF   | <p>MINV-AF-057-TBUY675.PDF</p> <p>(MISC invoice #TBUY675 billed by Air France AF-057)</p> |
| 4A    | File          | 3A             | <p>The Invoice in XML Format.</p> <p><b>Occurrence:</b> 0 or 1 (This file will be present only if the entity has opted for Digital Signature Service of XML Invoice and has requested for the XML Invoice download)</p> <p>Filename parameters: Refer to specifications defined in weekly OAR structure</p>   | MINV-CC-DDD-#####.XML   | <p>MINV-AF-057-TBUY675.XML</p> <p>(MISC invoice #TBUY675 billed by Air France AF-057)</p> |
| 4A    | File          | 3A             | <p>The verification log file of the Digitally Signed Invoice.</p> <p><b>Occurrence:</b> 0 or 1</p> <p>Filename parameters: Refer to specifications defined in weekly OAR structure</p>  | MXVF-CC-DDD-#####.XML   | MXVF-AF-057-TBUY675.XML   |
| 4A    | File          | 3A             | <p>General Terms Document</p> <p><b>Occurrence:</b> 0 or 1 (This file will be present only if uploaded by the billing entity in their Member Profile, per Location ID)</p>  | <p>In PDF format</p> <p>The length of file name including the extension should NOT be greater than 50</p> | ABC.PDF   |

| LEVEL | FOLDER / FILE | CHILD OF LEVEL | DESCRIPTION  | FORMAT   | EXAMPLE  |
|-------|---------------|----------------|--|--|--|
| 3B    | Folder        | 2A             | The folder containing detailed listings<br><br><b>Occurrence:</b> 0 or 1<br><br>This folder will be created only if the Billed Member has requested for detailed listings to be provided.  | <b>LISTINGS</b>  | LISTINGS                                       |
| 4B    | Files         | 3B             | Detailed listings of the invoices.<br><br><b>Occurrence:</b> 1<br><br>Filename parameters: Refer to specifications defined in weekly OAR structure   | <b>MDETLST-<br/>NNNNNNNNNN.CSV</b><br><br><b>MDETLST-<br/>NNNNNNNNNN.PDF</b> | MDETLST-TBUY675.CSV<br><br>MDETLST-TBUY675.PDF |
| 3C    | Folder        | 2A             | Folder containing supporting documents<br><br><b>Occurrence:</b> 0 or 1<br><br>This folder will be created only if supporting documents are contained in the invoice; and only if the Billed Member has requested for supporting documents to be provided. | <b>SUPPDOCS</b>  | SUPPDOCS                                       |
| 4C    | Files         | 3C             | Supporting documents applicable for the invoice.<br><br><b>Occurrence:</b> 1 or more<br><br>The names of these files will be as per what was submitted by Billing Member   | Any  | Any  |

**Example:**

JL receives a daily offline archive for Payables MISC Bilateral Invoices/Credit Notes on 11 Dec 2025. Three invoices are included in the package: two invoices are billed by AF-057 and one invoice is billed by LH-220.

- Invoice TBUY675 from AF-057 was billed in 2025-Nov-P4  
The Billing Year/Month/Period will be indicated in INDEX.XML

- Invoice UNRT67C from AF-057 was billed in 2025-Dec-P1  
The Billing Year/Month/Period will be indicated in INDEX.XML

- Invoice AX45K7 from LH-220 was billed in 2025-Nov-P4  
The Billing Year/Month/Period will be indicated in INDEX.XML

Sample structure indicates how the data will be stored in the daily offline archive.

Misc Daily Offline Archive File for Bilateral Invoices

File Name: D-OAR-MISC-P-131-20131211.ZIP

Lvl

|    |                           |
|----|---------------------------|
| 0  | D-MISC-P-JL-131-20131211\ |
| 1A | INDEX.XML                 |
| 1B | AF-057\                   |
| 2A | INV-TBUY675\              |
| 3A | E-INVOICE\                |
| 4A | MINV-AF-057-TBUY675.PDF   |
| 4A | MXVF-AF-057-TBUY675.XML   |
| 3B | LISTINGS\                 |
| 4B | MDETLST-TBUY675.PDF       |
| 3C | SUPPDOCS\                 |
| 4C | FILE_A.PDF                |
| 4C | FILE_B.TXT                |
| 4C | FILE_C.XLS                |
| 2A | INV-UNRT67C\              |
| 3A | E-INVOICE\                |
| 4A | MINV-AF-057-UNRT67C.PDF   |
| 4A | MXVF-AF-057-UNRT67C.XML   |
| 3B | LISTINGS\                 |
| 4B | MDETLST-UNRT67C.PDF       |
| 3C | SUPPDOCS\                 |
| 4C | FILE_D.PDF                |
| 4C | FILE_E.TXT                |
| 4C | FILE_F.XLS                |
| 1B | LH-220\                   |
| 2A | INV-AX45K7\               |
| 3A | E-INVOICE\                |
| 4A | MINV-LH-220-AX45K7.PDF    |
| 4A | MXVF-LH-220-AX45K7.XML    |
| 3B | LISTINGS\                 |
| 4B | MDETLST-AX45K7.PDF        |
| 3C | SUPPDOCS\                 |
| 4C | FILE_G.PDF                |
| 4C | FILE_H.TXT                |
| 4C | FILE_I.XLS                |

Format of XML index file when Member receives daily payables data (Refer to SISPayablesDailyMiscIndexTransmission.xsd for technical reference)

| Structure / Elements                  |   |   |   |   |   |   |   |         |        |      |      |  |  |
|---------------------------------------|---|---|---|---|---|---|---|---------|--------|------|------|--|--|
| 0                                     | 1 | 2 | 3 | 4 | 5 | 6 | 7 | {level} | Repeat | Type | Size | Values   | Description  |
| SISPayablesDailyMiscIndexTransmission |   |   |   |   |   |   |   |         | 1      |      |      |  | Defines the Index File for Payable billings  |
| SISPayablesDailyMiscIndexHeader       |   |   |   |   |   |   |   |         | 1      |      |      |  | Header Information of the SIS Index file   |
| Version                               |   |   |   |   |   |   |   |         | 1      | AN   | 50   | "IATA: SISPayablesDailyMiscIndexTransmission V1.0.0" | Current version number of the specification  |
| TransmissionID                        |   |   |   |   |   |   |   |         | 0-1    | AN   | 50   |  | Unique identifier for the TransmissionMessage  |
| TransmissionData @Name                |   |   |   |   |   |   |   |         | 0-1    | AN   | 80   |  | Previous ISOutput FileName   |
| BilledMember                          |   |   |   |   |   |   |   |         | 1      | AN   | 3    |  | Member Accounting Code (e.g. 131 for JL, Japan Airlines)   |
| DeliveryDate                          |   |   |   |   |   |   |   |         | 1      | DT   | 10   |  | Indicates the delivery date of the transmission. It will map to the originally determined 'Target Date of Daily Delivery Output' during the daily scheduled output process. So, even if a file is re-generated, this date will not change and will always indicate the originally determined target delivery date. |
|                                       |   |   |   |   |   |   |   |         |        |      |      |  | This should be in YYYY-MM-DD format, e.g. 2025-12-11 for 11-Dec-2025   |
| BillingCategory                       |   |   |   |   |   |   |   |         | 1      | AN   | 1    | M  | Always M   |
| InvoiceHeader                         |   |   |   |   |   |   |   |         | 1-oo   |      |      |  |  |
| ClearanceMonth                        |   |   |   |   |   |   |   |         | 1      | DT   | 4    |  | Clearance Month in which the Invoice/Credit Note was billed. This should be in MMY format, e.g. 1113 for Nov 2025  |
| PeriodNumber                          |   |   |   |   |   |   |   |         | 1      | AN   | 2    |  | Clearance Period in which the Invoice/Credit Note was billed. This should be in PP format, e.g. 02 for period 2  |
| BillingMember                         |   |   |   |   |   |   |   |         | 1      | AN   | 3    |  | Member Accounting Code (e.g. 057 for AF, Air France)   |
| InvoiceNumber                         |   |   |   |   |   |   |   |         | 1      | AN   | 10   |  | Invoice/Credit Note Number   |

| Structure / Elements |   |   |                              |   |   |   |   |         |        |      |      |        |             |  |
|----------------------|---|---|------------------------------|---|---|---|---|---------|--------|------|------|--------|-------------|--|
| 0                    | 1 | 2 | 3                            | 4 | 5 | 6 | 7 | {level} | Repeat | Type | Size | Values | Description |  |
|                      |   |   | InvoicingFiles               |   |   |   |   |         |        | 0-oo |      |        |             |  |
|                      |   |   | SrNo                         |   |   |   |   |         |        | 1    | N    | 5      |             | Serial number for e-invoicing related files                                      |
|                      |   |   | FileName                     |   |   |   |   |         |        | 1    | AN   | 500    |             | The e-invoicing file name including the relative path to access it (if any)      |
|                      |   |   | DetailedListingFiles         |   |   |   |   |         |        | 0-oo |      |        |             |  |
|                      |   |   | SrNo                         |   |   |   |   |         |        | 1    | N    | 5      |             | Serial number for Detailed Listing related files                                 |
|                      |   |   | FileName                     |   |   |   |   |         |        | 1    | AN   | 500    |             | The detailed listing file name including the relative path to access it (if any) |
|                      |   |   | InvoiceSupportingAttachments |   |   |   |   |         |        | 0-oo |      |        |             |  |
|                      |   |   | AttachmentNumber             |   |   |   |   |         |        | 1    | N    | 5      |             | Serial number for Invoice Attachments  |
|                      |   |   | AttachmentFileName           |   |   |   |   |         |        | 1    | AN   | 500    |             | The attachment file name including the relative path to access it (if any)       |

#### 11.15.4 Daily Payable OAR for MISC Bilateral Invoices/Credit Notes Location Specific

| LEVEL | FOLDER / FILE | CHILD OF LEVEL | DESCRIPTION  | FORMAT                                       | EXAMPLE   |
|-------|---------------|----------------|--|--|---|
| 0     | Folder        | n/a            | <p>The top level folder that indicates who the receiver is and the delivery date</p> <p><b>Occurrence:</b> 1</p> <p>Folder name contains multiple fields, each separated by a '-' (hyphen/dash)</p> <p>Folder name parameters:</p> <ul style="list-style-type: none"> <li>- Field 1: Always D to indicate Daily</li> <li>- Field 2: Always MISC, such files apply for MISC Invoices/Credit Notes only</li> <li>- Field 3: Always P, such files are always sent from a Payables perspective only</li> <li>- Field 4 (<b>CC</b>): The prefix of the receiver/Billed Member (e.g. JL for Japan Airlines)</li> <li>- Field 5 (<b>DDD</b>): The accounting code of the receiver/Billed Member (e.g. 131 for Japan Airlines)</li> <li>- Field 6 (<b>YYYYMMDD</b>): The delivery date of the OAR</li> <li>- Field 7: Always L followed by <b>MMMMMMM</b>. The Location ID of the target recipient for which the file is generated. The length of Location ID will range between 1 and 7</li> </ul> <p><b>Important:</b> Field 6 (the delivery date of the OAR) will map to the originally determined 'Target Date of Daily Delivery Output' during the daily scheduled output process. So, even if a file is re-generated, this date will not change and will always indicate the originally determined target delivery date.</p> | <b>D-MISC-P-CC DDD-<br/>YYYYMMDD-LMMMMMM</b> | <p>D-MISC-P-JL-131-20251211-L12\</p> <p>(Daily OAR received by JL-131 for Payables MISC Bilateral Invoices/Credit Notes for Location ID 12, on 11-Dec-2025)</p> |
| 1A    | File          | 0              | <p>Index file (in XML format).</p> <p><b>Occurrence:</b> 1</p>   | <b>INDEX.XML</b>                             | INDEX.XML   |

| LEVEL | FOLDER / FILE | CHILD OF LEVEL | DESCRIPTION   | FORMAT                               | EXAMPLE   |
|-------|---------------|----------------|---|--------------------------------------|---|
| 1B    | Folder        | 0              | <p>The Designator and Accounting Code of the Billing Member, whose invoices will be included in folders below this level</p> <p><b>Occurrence:</b> 1 or more</p> <p>Folder name contains multiple fields, each separated by a '-' (hyphen/dash)</p> <p>Folder name parameters:</p> <ul style="list-style-type: none"> <li>- Field 1 (<b>CC</b>): The designator of the Member (e.g. AF for Air France)</li> <li>- Field 2 (<b>DDD</b>): The accounting code of the Member (e.g. 057 for Air France).</li> </ul> | <b>CC- DDD</b>                       | AF-057  |
| 2A    | Folder        | 1B             | <p>The invoice folder containing all invoice related information.</p> <p><b>Occurrence:</b> 1 or more</p> <p>Folder name contains multiple fields, each separated by a '-' (hyphen/dash)</p> <p>Folder name parameters:</p> <ul style="list-style-type: none"> <li>- Field 1: Always INV</li> <li>- Field 2 (<b>NNNNNNNNNN</b>): The number of the Invoice/Credit Note. Will have a minimum length of 1 and a maximum length of 10</li> </ul>   | <b>INV- NNNNNNNNNN</b>               | <p>INV-TBUY675</p> <p>(Invoice #TBUY675)</p>  |
| 3A    | Folder        | 2A             | <p>The e-invoicing folder containing Invoice copy, Digital Signature files as well as verification log file</p> <p><b>Occurrence:</b> 0 or 1 (This folder will be created only if the Billed Member has requested for a PDF Invoice copy and/or Digital Signature files)</p>  | <b>E-INVOICE</b>                     | E-INVOICE   |
| 4A    | File          | 3A             | <p>The Invoice in PDF format.</p> <p><b>Occurrence:</b> 0 or 1 (This file will be present only if the entity has requested for a PDF Invoice Copy and/or for a Digitally Signed PDF File)</p> <p>Filename parameters: Refer to specifications defined in weekly OAR structure</p>   | <b>MINV-CC- DDD - NNNNNNNNNN.PDF</b> | <p>MINV-AF-057-TBUY675.PDF</p> <p>(MISC invoice #TBUY675 billed by Air France AF-057)</p> |
| 4A    | File          | 3A             | <p>The Invoice in XML Format.</p> <p><b>Occurrence:</b> 0 or 1 (This file will be present only if the entity has opted for Digital Signature Service of XML Invoice and has requested for the XML Invoice download)</p> <p>Filename parameters: Refer to specifications defined in weekly OAR structure</p>   | <b>MINV-CC- DDD - NNNNNNNNNN.XML</b> | <p>MINV-AF-057-TBUY675.XML</p> <p>(MISC invoice #TBUY675 billed by Air France AF-057)</p> |

| LEVEL | FOLDER / FILE | CHILD OF LEVEL | DESCRIPTION  | FORMAT   | EXAMPLE  |
|-------|---------------|----------------|--|--|--|
| 4A    | File          | 3A             | The verification log file of the Digitally Signed Invoice.<br><br><b>Occurrence:</b> 0 or 1<br><br>Filename parameters: Refer to specifications defined in weekly OAR structure  | <b>MXVF-CC-DDD-<br/>NNNNNNNNNN.XML</b>                                       | MXVF-AF-057-TBUY675.XML                        |
| 3B    | Folder        | 2A             | The folder containing detailed listings<br><br><b>Occurrence:</b> 0 or 1<br><br>This folder will be created only if the Billed Member has requested for detailed listings to be provided.  | <b>LISTINGS</b>  | LISTINGS                                       |
| 4B    | Files         | 3B             | Detailed listings of the invoices.<br><br><b>Occurrence:</b> 1<br><br>Filename parameters: Refer to specifications defined in weekly OAR structure   | <b>MDETLST-<br/>NNNNNNNNNN.CSV</b><br><br><b>MDETLST-<br/>NNNNNNNNNN.PDF</b> | MDETLST-TBUY675.CSV<br><br>MDETLST-TBUY675.PDF |
| 3C    | Folder        | 2A             | Folder containing supporting documents<br><br><b>Occurrence:</b> 0 or 1<br><br>This folder will be created only if supporting documents are contained in the invoice; and only if the Billed Member has requested for supporting documents to be provided. | <b>SUPPDOCS</b>  | SUPPDOCS                                       |
| 4C    | Files         | 3C             | Supporting documents applicable for the invoice.<br><br><b>Occurrence:</b> 1 or more<br><br>The names of these files will be as per what was submitted by Billing Member   | Any  | Any  |

**Example:**

Location ID '12' of JL receives a Daily MISC Offline Archive for Payables data for target date 11-Dec-2016. Sample structure indicates how the data will be stored in the offline archive.

File Name: D-OAR-MISC-P-131-20161211-L12.ZIP

| Lvl |                               |
|-----|-------------------------------|
| 0   | D-MISC-P-JL-131-20161211-L12\ |
| 1A  | INDEX.XML                     |
| 1B  | AF-057\                       |
| 2A  | INV-TBUY675\                  |
| 3A  | E-INVOICE\                    |
| 4A  | MINV-AF-057-TBUY675.PDF       |
| 4A  | MXVF-AF-057-TBUY675.XML       |
| 3B  | LISTINGS\                     |
| 4B  | MDETLST-TBUY675.PDF           |
| 3C  | SUPPDOCS\                     |
| 4C  | FILE_A.PDF                    |
| 4C  | FILE_B.TXT                    |
| 4C  | FILE_C.XLS                    |
| 2A  | INV-UNRT67C\                  |
| 3A  | E-INVOICE\                    |
| 4A  | MINV-AF-057-UNRT67C.PDF       |
| 4A  | MXVF-AF-057-UNRT67C.XML       |
| 3B  | LISTINGS\                     |
| 4B  | MDETLST-UNRT67C.PDF           |
| 3C  | SUPPDOCS\                     |
| 4C  | FILE_D.PDF                    |
| 4C  | FILE_E.TXT                    |
| 4C  | FILE_F.XLS                    |
| 1B  | LH-220\                       |
| 2A  | INV-AX45K7\                   |
| 3A  | E-INVOICE\                    |
| 4A  | MINV-LH-220-AX45K7.PDF        |
| 4A  | MXVF-LH-220-AX45K7.XML        |
| 3B  | LISTINGS\                     |
| 4B  | MDETLST-AX45K7.PDF            |
| 3C  | SUPPDOCS\                     |
| 4C  | FILE_G.PDF                    |
| 4C  | FILE_H.TXT                    |
| 4C  | FILE_I.XLS                    |

Format of XML index file when Member receives daily payables data (Refer to SISPayablesDailyMiscIndexTransmission.xsd for technical reference)

| Structure / Elements                  |   |   |   |   |   |   |   |          |        |      |      |  |  |
|---------------------------------------|---|---|---|---|---|---|---|----------|--------|------|------|--|--|
| 0                                     | 1 | 2 | 3 | 4 | 5 | 6 | 7 | {/level} | Repeat | Type | Size | Values   | Description  |
| SISPayablesDailyMiscIndexTransmission |   |   |   |   |   |   |   |          | 1      |      |      |  | Defines the Index File for Payable billings  |
| SISPayablesDailyMiscIndexHeader       |   |   |   |   |   |   |   |          | 1      |      |      |  | Header Information of the SIS Index file   |
| Version                               |   |   |   |   |   |   |   |          | 1      | AN   | 50   | "IATA:<br>SISPayable<br>sDailyMiscI<br>ndexTrans<br>mission<br>V1.0.0" | Current version number of the specification  |
| TransmissionID                        |   |   |   |   |   |   |   |          | 0-1    | AN   | 50   |  | Unique identifier for the TransmissionMessage  |
| TransmissionData @Name                |   |   |   |   |   |   |   |          | 0-1    | AN   | 80   |  | Previous ISOutput FileName   |
| BilledMember                          |   |   |   |   |   |   |   |          | 1      | AN   | 3    |  | Member Accounting Code (e.g. 131 for JL, Japan Airlines)   |
| DeliveryDate                          |   |   |   |   |   |   |   |          | 1      | DT   | 10   |  | Indicates the delivery date of the transmission. It will map to the originally determined 'Target Date of Daily Delivery Output' during the daily scheduled output process. So, even if a file is re-generated, this date will not change and will always indicate the originally determined target delivery date. |
| BillingCategory                       |   |   |   |   |   |   |   |          | 1      | AN   | 1    | M  | This should be in YYYY-MM-DD format, e.g. 2025-12-11 for 11-Dec-2025   |
| InvoiceHeader                         |   |   |   |   |   |   |   |          | 1-oo   |      |      |  | Always M   |
| ClearanceMonth                        |   |   |   |   |   |   |   |          | 1      | DT   | 4    |  | Clearance Month in which the Invoice/Credit Note was billed. This should be in MMY format, e.g. 1113 for Nov 2025  |
| PeriodNumber                          |   |   |   |   |   |   |   |          | 1      | AN   | 2    |  | Clearance Period in which the Invoice/Credit Note was billed. This should be in PP format, e.g. 02 for period 2  |
| BillingMember                         |   |   |   |   |   |   |   |          | 1      | AN   | 3    |  | Member Accounting Code (e.g. 057 for AF, Air France)   |
| InvoiceNumber                         |   |   |   |   |   |   |   |          | 1      | AN   | 10   |  | Invoice/Credit Note Number   |
| ElnoicingFiles                        |   |   |   |   |   |   |   |          | 0-oo   |      |      |  |  |

| Structure / Elements |   |   |   |   |   |   |                              |                 |        |      |      |        |  |
|----------------------|---|---|---|---|---|---|------------------------------|-----------------|--------|------|------|--------|--|
| 0                    | 1 | 2 | 3 | 4 | 5 | 6 | 7                            | <i>//level/</i> | Repeat | Type | Size | Values | Description  |
|                      |   |   |   |   |   |   | SrNo                         |                 | 1      | N    | 5    |        | Serial number for e-invoicing related files                                      |
|                      |   |   |   |   |   |   | FileName                     |                 | 1      | AN   | 500  |        | The e-invoicing file name including the relative path to access it (if any)      |
|                      |   |   |   |   |   |   | DetailedListingFiles         |                 | 0-oo   |      |      |        |  |
|                      |   |   |   |   |   |   | SrNo                         |                 | 1      | N    | 5    |        | Serial number for Detailed Listing related files                                 |
|                      |   |   |   |   |   |   | FileName                     |                 | 1      | AN   | 500  |        | The detailed listing file name including the relative path to access it (if any) |
|                      |   |   |   |   |   |   | InvoiceSupportingAttachments |                 | 0-oo   |      |      |        |  |
|                      |   |   |   |   |   |   | AttachmentNumber             |                 | 1      | N    | 5    |        | Serial number for Invoice Attachments  |
|                      |   |   |   |   |   |   | AttachmentFileName           |                 | 1      | AN   | 500  |        | The attachment file name including the relative path to access it (if any)       |

## 11.16 Invoice PDF Layout with Field Mappings

### Miscellaneous Invoice Sample Layout



#### Invoice

Digitally Signed

|   |                          |                    |           |   |                        |          |     |   |             |                   |            |        |             |
|---|--------------------------|--------------------|-----------|---|------------------------|----------|-----|---|-------------|-------------------|------------|--------|-------------|
| Billing Entity Name IATA MONTREAL<br>Entity Designator & XB-A89<br>Num.Code<br>Location ID Main<br>Contact Person<br>Street 800 Place Victoria, 11th floor<br>City MONTREAL<br>State/Region Quebec<br>Zip/Postal Code H4Z 1A1<br>Country CANADA<br>Tax/VAT Registration #<br>Company Registration # |                          |                    |           | Invoice # Test010<br>Date 2023-09-25<br>Month/Year Sep 23<br>Period 03<br>Tax Invoice Number<br>Charge Category Finance<br>Currency of Billing CAD<br>Currency of Clearance EUR<br>Settlement Method BILATERAL<br>PO Number PO132456<br>Location Code YMQ<br>Transmitter Code XB-A89<br>Transmitter Name IATA MONTREAL<br>Attachments No<br>Line Item Details Yes |                        |          |     | Billed Entity Name IATA GENEVA<br>Entity Designator & XB-A55<br>Num.Code<br>Location ID Main<br>Contact Person<br>Street 33, Route de l'Aeroport<br>P.O. Box 416<br>City GENEVA 15 Airport<br>State/Region<br>Zip/Postal Code 1215<br>Country SWITZERLAND<br>Tax/VAT Registration #<br>Company Registration # |             |                   |            |        |             |
| Header Notes: Note1 Note2 Note3   |                          |                    |           |   |                        |          |     |   |             |                   |            |        |             |
| Invoice Data: Name1 / Value1 ; Name2 / Value2 ; Name3 / Value3 ;  |                          |                    |           |   |                        |          |     |   |             |                   |            |        |             |
| Line #  | Date of Service          | Charge Code        | Loc. Code | Product Id  | Description            | Quantity | UOM | Unit Price  | Base Amount | Additional Amount | Tax        | VAT    | Line Amount |
| 1   | 2023-09-01 to 2023-09-30 | Adjustments Excess |           |   | Misc Invoice Line Item | 1001     | EA  | 263.12 per 2  | 131,691.56  | 92.50             | 217.50     | 157.50 | 132,159.06  |
| Line Item Sub Total   |                          |                    |           |   |                        |          |     |   | 131,691.56  | 92.50             | 217.50     | 157.50 |             |
| Invoice Header Sub Total  |                          |                    |           |   |                        |          |     |   |             | 50.00             | 50.00      | 50.00  |             |
| Total Invoice Base Amount   |                          |                    |           |   |                        |          |     |   |             |                   |            |        | 131,691.56  |
| Total Invoice Additional Amount   |                          |                    |           |   |                        |          |     |   |             |                   |            |        | 142.50      |
| Total Invoice Tax Amount  |                          |                    |           |   |                        |          |     |   |             |                   |            |        | 267.50      |
| Total Invoice VAT Amount  |                          |                    |           |   |                        |          |     |   |             |                   |            |        | 207.50      |
| Total Due in Currency of Billing  |                          |                    |           |   |                        |          |     |   |             |                   | CAD        |        | 132,309.06  |
| Total Due in Currency of Clearance @ Exchange Rate 1.47187  |                          |                    |           |   |                        |          |     |   |             |                   | EUR        |        | 89,891.81   |
| VAT Breakdown   |                          |                    |           | Label   | VAT Text               |          |     |   | Base Amount | VAT Rate          | VAT Amount |        |             |
|   |                          |                    |           | VAT Higher  |                        |          |     |   | 500.00      | 10.00%            | 50.00      |        |             |
|   |                          |                    |           | VAT Higher  | Line Item VAT          |          |     |   | 600.00      | 10.00%            | 60.00      |        |             |
|   |                          |                    |           | VAT Higher  | Line item 1/ Detail 1  |          |     |   | 650.00      | 15.00%            | 97.50      |        |             |

Queries related to this invoice can be raised via the IATA Customer Portal at [www.iata.org/cs](http://www.iata.org/cs)  
Page 1 of 2



#### Invoice

Digitally Signed

| Billing Entity Name IATA MONTREAL |               |                        | Invoice # Test010<br>Date 2023-09-25    |                    | Billed Entity Name IATA GENEVA |            |             |
|-----------------------------------|---------------|------------------------|---|--------------------|--------------------------------|------------|-------------|
| Tax Breakdown                     | Level         | Label                  | Tax Text                                | Base Amount        | Tax Rate                       | Tax Amount |             |
|                                   | Invoice       | SPECIFIC Higher        | Invoice Tax                             | 500.00             | 10.00%                         | 50.00      |             |
|                                   | Line 1        | SPECIFIC Higher        | Line Item Tax                           | 600.00             | 10.00%                         | 60.00      |             |
|                                   | Line 1        | SPECIFIC Higher        | Tax Line Item 1                         | 600.00             | 10.00%                         | 60.00      |             |
|                                   | Line 1 Detail |                        |   |                    |                                | 97.50      |             |
| Additional Amount Breakdown       | Level         | Additional Amount Name | Chargeable Amount                       | Charge Rate        | Additional Amount              |            |             |
|                                   | Invoice       | Add1                   | 500.00                                  | 10.00%             | 50.00                          |            |             |
|                                   | Line 1        | Line Item 1            | 600.00                                  | 10.00%             | 60.00                          |            |             |
|                                   | Line 1 Detail |                        |   |                    | 32.50                          |            |             |
| Payment Terms                     |               |                        |   |                    |                                |            |             |
| Description                       | Due Date      | Due Days               | Terms                                   | Bank Name          | Contact Person                 | Bank Code  | Branch Code |
| Testing for Misc Original Invoice | 2023-10-31    |                        | PT0101                                  | Bank of Canada     |                                | 001        | 00001       |
| IBAN                              | SWIFT         | Bank Account No        | Bank Account Name                       | Bank Currency Code | Reference Invoice Number       |            |             |
|                                   | ROYCCA        | 40490                  | International Air Transport Association | USD                | Test010                        |            |             |

Queries related to this invoice can be raised via the IATA Customer Portal at [www.iata.org/cs](http://www.iata.org/cs)  
Page 2 of 2

**Note: If Unit Price value is greater than 1 billion then invoice contents will be distorted.**

Miscellaneous Invoice - Field Mapping Reference Numbers

Logo  
Billing Member

Invoice 0.01

Digitally Signed  
0.02

|   |  |  |
|---|--|--|
| <p>Billing Entity Name 1.01<br/>Entity Designator &amp; Num. Code 1.02<br/>Location ID 1.03<br/>Contact Person 1.04<br/>Street 1.05<br/>City 1.06<br/>State/Region 1.07<br/>Zip/Postal Code 1.08<br/>Country 1.09<br/>Tax/VAT Registration # 1.10<br/>Company Registration # 1.11</p> | <p>Invoice # 2.01<br/>Date 2.02<br/>Month/Year 2.03<br/>Period 2.04<br/>Tax Invoice Number 2.05<br/>Charge Category 2.06<br/>Currency of Billing 2.07<br/>Currency of Clearance 2.08<br/>Settlement Method 2.09<br/>PO Number 2.10<br/>Location Code 2.11<br/>Transmitter Code 2.12<br/>Transmitter Name 2.13<br/>Attachments 2.14<br/>Line Item Details 2.15<br/>CH Agreement Indicator 2.16<br/>CH Due Date 2.17</p> | <p>Billed Entity Name 3.01<br/>Entity Designator &amp; Num. Code 3.02<br/>Location ID 3.03<br/>Contact Person 3.04<br/>Street 3.05<br/>City 3.06<br/>State/Region 3.07<br/>Zip/Postal Code 3.08<br/>Country 3.09<br/>Tax/VAT Registration # 3.10<br/>Company Registration # 3.11</p> |
|---|--|--|

Header Notes: 4.01

Invoice Data: 4.02

| Line #   | Date of Service | Charge Code | Location Code | Product ID | Description | Quantity | UOM  | Unit Price | Base Amount | Additional Amount | Tax   | VAT   | Line Amount |
|--|-----------------|-------------|---------------|------------|-------------|----------|------|------------|-------------|-------------------|-------|-------|-------------|
| 5.01   | 5.02            | 5.03        | 5.04          | 5.04a      | 5.05        | 5.06     | 5.07 | 5.08       | 5.09        | 5.10              | 5.11  | 5.12  | 5.13        |
| Line Item Sub Total  |                 |             |               |            |             |          |      |            | 6.01        | 6.02              | 6.03  | 6.04  |             |
| Invoice Header Sub Total                                   |                 |             |               |            |             |          |      |            |             | 6.05a             | 6.05b | 6.05c | 6.05d       |
| Total Invoice Base Amount                                  |                 |             |               |            |             |          |      |            |             |                   |       |       | 6.06        |
| Total Invoice Additional Amount                            |                 |             |               |            |             |          |      |            |             |                   |       |       | 6.07        |
| Total Invoice Tax Amount                                   |                 |             |               |            |             |          |      |            |             |                   |       |       | 6.08        |
| Total Invoice VAT Amount                                   |                 |             |               |            |             |          |      |            |             |                   |       |       | 6.09        |
| Total Due In Currency of Billing                           |                 |             |               |            |             |          |      |            |             | 6.09              |       |       | 6.10        |
| Total Due In Currency of Clearance @ Exchange Rate 1.66083 |                 |             |               |            |             |          |      |            |             | 6.11              |       |       |             |

| VAT Breakdown | Label | VAT Text | Base Amount | VAT Rate | VAT Amount |
|---------------|-------|----------|-------------|----------|------------|
|               | 7.01  | 7.02     | 7.03        | 7.04     | 7.05       |

Legal Text of Invoice: 11.01

Page 1 of 2

Logo  
Billing Member

Invoice 0.01

Digitally Signed  
0.02

|                          |                |                         |
|--------------------------|----------------|-------------------------|
| Billing Entity Name 1.01 | Invoice # 2.01 | Billed Entity Name 3.01 |
|--------------------------|----------------|-------------------------|

| Tax Breakdown | Level | Label | Tax Text | Base Amount | Tax Rate | Tax Amount |
|---------------|-------|-------|----------|-------------|----------|------------|
|               | 8.01  | 8.02  | 8.03     | 8.04        | 8.05     | 8.06       |

| Additional Amount Break Down | Level | Additional Amount Name | Chargeable Amount | Charge Rate | Additional Amount |
|------------------------------|-------|------------------------|-------------------|-------------|-------------------|
|                              | 9.01  | 9.02                   | 9.03              | 9.04        | 9.05              |

| Payment Terms (section applicable for bilateral invoices only) |          |          |       |                  |                    |                          |
|--|----------|----------|-------|------------------|--------------------|--------------------------|
| Description  | Due Date | Due Days | Terms | Bank Information | Contact Person     | Bank Code                |
| 10.01  | 10.02    | 10.03    | 10.04 | 10.05            | 10.06              | 10.07                    |
| IBAN   | SWIFT    |          |       | Bank Account No  | Bank Currency Code | Reference Invoice Number |
| 10.08  | 10.10    |          | 10.11 | 10.12            |                    | 10.13                    |

| Payment Terms (section applicable for non-bilateral invoices only) |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
| DO NOT PAY: SETTLEMENT THROUGH CLEARING HOUSE                      |  |  |  |  |  |  |

Legal Text of Invoice: 11.01

Page 2 of 2

\* when scaling factor is greater than 1 it will be shown on the PDF invoice as follows:

| Quantity | UOM | Unit Price   |
|----------|-----|--------------|
| 1001     | EA  | 263.12 per 2 |

Invoice PDF to IS-XML Field Mapping

| Ref No | Invoice Field                | IS-XML  |
|--------|------------------------------|---|
|        |                              | XML field Name  |
| 0.01   | Miscellaneous Invoice        | InvoiceHeader/InvoiceType = Invoice   |
| 0.02   | Digitally Signed             | Derived by SIS System based the InvoiceHeader/ISDetails/DigitalSignatureFlag field and/or based on the SIS Member profile setup |
| 1.01   | Billing Entity               | InvoiceHeader/SellerOrganization/OrganizationName1 & OrganizationName2  |
| 1.02   | Entity Designator & Num Code | InvoiceHeader/SellerOrganization/OrganizationDesignator + InvoiceHeader/SellerOrganization/OrganizationID                       |
| 1.03   | Location ID                  | InvoiceHeader/SellerOrganization/LocationID   |
| 1.04   | Contact Person               | InvoiceHeader/SellerOrganization/ContactName  |
| 1.05   | Street                       | InvoiceHeader/SellerOrganization/Address/AddressLine1   |
| 1.06   |                              | InvoiceHeader/SellerOrganization/Address/AddressLine2   |
| 1.07   |                              | InvoiceHeader/SellerOrganization/Address/AddressLine3   |
| 1.08   | City                         | InvoiceHeader/SellerOrganization/Address/CityName   |
| 1.09   | Prov/State/Region            | InvoiceHeader/SellerOrganization/Address/SubDivisionName  |
| 1.10   | Zip/Postal code              | InvoiceHeader/SellerOrganization/Address/PostalCode   |
| 1.11   | Country                      | InvoiceHeader/SellerOrganization/Address/CountryName  |
| 1.12   | TAX/VAT Registration #       | InvoiceHeader/SellerOrganization/TaxRegistrationID + InvoiceHeader/SellerOrganization/AdditionalTaxRegistrationID               |
| 1.13   | Company Registration #       | InvoiceHeader/SellerOrganization/CompanyRegistrationID  |
| 2.01   | Invoice #                    | InvoiceHeader/InvoiceNumber   |
| 2.02   | Date                         | InvoiceHeader/InvoiceDate   |
| 2.03   | Month/Year                   | InvoiceHeader/SettlementMonthPeriod (Month and Year)  |
| 2.04   | Period                       | InvoiceHeader/SettlementMonthPeriod (Period No)   |
| 2.05   | Tax Invoice Number           | InvoiceHeader/TaxInvoiceNumber  |
| 2.06   | Charge Category              | InvoiceHeader/ChargeCategory  |
| 2.07   | Currency of Billing          | InvoiceHeader/PaymentTerms/CurrencyCode   |
| 2.08   | Currency of Clearance        | InvoiceHeader/PaymentTerms/ClearanceCurrencyCode  |
| 2.09   | Settlement Method            | InvoiceHeader/PaymentTerms/SettlementMethod   |
| 2.10   | PO Number                    | InvoiceHeader/PONumber  |
| 2.11   | Location Code                | InvoiceHeader/LocationCode  |
| 2.12   | Transmitter Code             | The Transmitter's designator & numeric code will be concatenated and shown here.  |

| Ref No | Invoice Field                | IS-XML  |
|--------|------------------------------|---|
|        |                              | XML field Name  |
|        |                              | TransmissionHeader/IssuingOrganizationID; The Designator Code will be derived by the system                     |
| 2.13   | Transmitter Name             | To be derived by system;  |
| 2.14   | Attachments                  | InvoiceHeader/Attachment/AttachmentIndicatorOriginal  |
| 2.15   | Line Item Details            | To be derived by system if there is a LineltemDetails node  |
| 2.16   | CH Agreement Indicator       | InvoiceHeader/PaymentTerms/CHAgreementIndicator   |
| 2.17   | CH Due Date                  | InvoiceHeader/PaymentTerms/CHDueDate  |
| 3.01   | Billed Entity                | InvoiceHeader/BuyerOrganization/OrganizationName1 & OrganizationName2   |
| 3.02   | Entity Designator & Num Code | InvoiceHeader/BuyerOrganization/OrganizationDesignator + InvoiceHeader/BuyerOrganization/OrganizationID         |
| 3.03   | Location ID                  | InvoiceHeader/BuyerOrganization/LocationID  |
| 3.04   | Contact Person               | InvoiceHeader/BuyerOrganization/ContactName   |
| 3.05   | Street                       | InvoiceHeader/BuyerOrganization/Address/AddressLine1  |
| 3.06   |                              | InvoiceHeader/BuyerOrganization/Address/AddressLine2  |
| 3.07   |                              | InvoiceHeader/BuyerOrganization/Address/AddressLine3  |
| 3.08   | City                         | InvoiceHeader/BuyerOrganization/Address/CityName  |
| 3.09   | Prov/State/Region            | InvoiceHeader/BuyerOrganization/Address/SubDivisionName   |
| 3.10   | Zip/Postal code              | InvoiceHeader/BuyerOrganization/Address/PostalCode  |
| 3.11   | Country                      | InvoiceHeader/BuyerOrganization/Address/CountryName   |
| 3.12   | TAX/VAT Registration #       | InvoiceHeader/BuyerOrganization/TaxRegistrationID + InvoiceHeader/BuyerOrganization/AdditionalTaxRegistrationID |
| 3.13   | Company Registration #       | InvoiceHeader/BuyerOrganization/CompanyRegistrationID   |
| 4.01   | Header Notes                 | InvoiceHeader/Notes @Type   |
| 4.02   | Invoice Data                 |   |
| 5.01   | Line #                       | Lineltem/LineltemNumber   |
| 5.02   | Date of Service              | Lineltem/StartDate & Lineltem/EndDate   |
| 5.03   | Charge Code                  | Lineltem/ChargeCode & Lineltem/ChargeCodeType   |
| 5.04   | Location Code                | Lineltem/LocationCode   |
| 5.04a  | Product ID                   | Lineltem/ProductID  |
| 5.05   | Description                  | Lineltem/Description  |

| Ref No  | Invoice Field  | IS-XML  |
|---|--|---|
|   |  | XML field Name  |
| 5.06  | Quantity   | LinItem/Quantity  |
| 5.07  | Unit of Measure  | The value of the attribute in LinItem/Quantity @UOMCode   |
| 5.08  | Unit Price <sup>1</sup>                                  | LinItem/UnitPrice @SF   |
| 5.09  | Base Amount <sup>1</sup>                                 | LinItem/ChargeAmount  |
| 5.10  | Additional Amount <sup>1</sup>                           | LinItem/TotalAddOnChargeAmount  |
| 5.11  | TAX <sup>1</sup>   | LinItem/TotalTaxAmount  |
| 5.12  | VAT <sup>1</sup>   | LinItem/TotalVATAmount  |
| 5.13  | Line Amount <sup>1</sup>                                 | LinItem/TotalNetAmount  |
| 6.01  | Line Item Subtotal - Base Amount <sup>1</sup>            | InvoiceSummary/TotalLinItemAmount   |
| 6.02  | Line Item Subtotal - Additional Amount <sup>1</sup>      | Summation of all TotalAddOnChargeAmount at Line Item Levels   |
| 6.03  | Line Item Subtotal - Tax <sup>1</sup>                    | Summation of all TotalTaxAmount at Line Item Levels   |
| 6.04  | Line Item Subtotal - VAT <sup>1</sup>                    | Summation of all TotalVATAmount at Line Item Levels   |
| 6.05a   | Invoice Header Subtotal – Additional Amount <sup>1</sup> |   |
| 6.05b   | Invoice Header Subtotal – Tax <sup>1</sup>               |   |
| 6.05c   | Invoice Header Subtotal – VAT <sup>1</sup>               |   |
| 6.05d   | Total Invoice Base Amount <sup>1</sup>                   |   |
| 6.06  | Total Invoice Additional Amount <sup>1</sup>             | InvoiceSummary/AddOnCharges/AddOnChargeAmount   |
| 6.07  | Total Invoice Tax Amount <sup>1</sup>                    | InvoiceSummary/Tax/TaxAmount when TaxType = Tax   |
| 6.08  | Total Invoice VAT Amount <sup>1</sup>                    | InvoiceSummary/Tax/TaxAmount when TaxType = VAT   |
| 6.09  | Total Due in Currency of Billing - Currency Code         | InvoiceHeader/PaymentTerms/CurrencyCode   |
| 6.10  | Total Due in Currency of Billing - Amount <sup>2</sup>   | InvoiceSummary/TotalAmount  |
| 6.11  | Total Due in Clearance Currency - Currency Code          | InvoiceHeader/PaymentTerms/ClearanceCurrencyCode  |
| 6.12  | Total Due in Currency of Clearance – Amount <sup>2</sup> | InvoiceSummary/TotalAmountInClearanceCurrency   |
| VAT Breakdown This section will show the VAT grouped by 'TaxSubType', 'TaxCategory', 'TaxText' and 'TaxPercent' where TaxType = VAT at all levels |  |   |
| 7.01  | Label  | LinItemDetail/Tax/TaxSubType & LinItem/Tax/TaxCategory OR<br>LinItem/Tax/TaxSubType & LinItem/Tax/TaxCategory OR<br>InvoiceSummary/Tax/TaxSubType & InvoiceSummary/Tax/TaxCategory when<br>TaxType = VAT as per grouping stated |


| Ref No                      | Invoice Field                  | IS-XML  |
|-----------------------------|--------------------------------|---|
|                             |                                | XML field Name  |
| 7.02                        | VAT Text                       | LinItemDetail/Tax/TaxText OR LinItem/Tax/TaxText OR InvoiceSummary/Tax/TaxText when TaxType = VAT as per grouping stated  |
| 7.03                        | Base Amount <sup>1</sup>       | LinItemDetail/Tax/TaxableAmount OR LinItem/Tax/TaxableAmount OR InvoiceSummary/Tax/TaxableAmount when TaxType = VAT as per grouping stated  |
| 7.04                        | VAT Rate                       | LinItem/Tax/TaxPercent OR LinItem/Tax/TaxPercent OR InvoiceSummary/Tax/TaxPercent when TaxType = VAT as per grouping stated   |
| 7.05                        | VAT Amount <sup>1</sup>        | Summation of the VATAmount at all levels as per grouping stated →<br>LinItemDetail/Tax/TaxAmount + LinItem/Tax/TaxAmount + InvoiceSummary/Tax/TaxAmount when TaxType = VAT as per grouping stated   |
| Tax Breakdown               |                                |   |
| 8.01                        | Level                          | To be derived by system;  |
| 8.02                        | Label                          | LinItem/Tax/TaxSubType & LinItem/Tax/TaxCategory OR InvoiceSummary/Tax/TaxSubType & InvoiceSummary/Tax/TaxCategory when TaxType = Tax   |
| 8.03                        | Tax Text                       | LinItem/Tax/TaxText OR InvoiceSummary/Tax/TaxText when TaxType = Tax  |
| 8.04                        | Base Amount <sup>1</sup>       | LinItem/Tax/TaxableAmount OR InvoiceSummary/Tax/TaxableAmount when TaxType = Tax  |
| 8.05                        | Tax Rate                       | LinItem/Tax/TaxPercent OR InvoiceSummary/Tax/TaxPercent when TaxType = Tax  |
| 8.06                        | Tax Amount <sup>1</sup>        | LinItem/Tax/TaxAmount OR InvoiceSummary/Tax/TaxAmount when TaxType = Tax<br><br>If the breakdown amount refers to the Line Item Detail, it will be calculated as TotalTaxAmount less the 'TaxAmount' where TaxType = Tax applied on that line and the level will be stated as the Line # Details          |
| Additional Amount Breakdown |                                |   |
| 9.01                        | Level                          | To be derived by system;  |
| 9.02                        | Additional Amount Name         | LinItem/AddOnCharges/AddOnChargeName OR InvoiceSummary/AddOnCharges/AddOnChargeName   |
| 9.03                        | Chargeable Amount <sup>1</sup> | LinItem/AddOnCharges/AddOnChargeableAmount OR InvoiceSummary/AddOnCharges/AddOnChargeableAmount   |
| 9.04                        | Charge Rate                    | LinItem/AddOnCharges/AddOnChargePercentage OR InvoiceSummary/AddOnCharges/AddOnChargePercentage   |
| 9.05                        | Additional Amount <sup>1</sup> | LinItem/AddOnCharges/AddOnChargeAmount OR InvoiceSummary/AddOnCharges/AddOnChargeAmount<br><br>If the breakdown amount refers to the Line Item Detail, it will be calculated as TotalAddOnChargeAmount less the AddOnChargeAmount applied on that line and the level will be stated as the Line # Details |
| 10.01                       | Description                    | InvoiceHeader/PaymentTerms/Description  |
| 10.02                       | Due Date                       | InvoiceHeader/PaymentTerms/NetDueDate   |
| 10.03                       | Due Days                       | InvoiceHeader/PaymentTerms/NetDueDays   |
| 10.04                       | Terms                          | InvoiceHeader/PaymentTerms/PaymentTermsType   |
| 10.05                       | Bank Information               | InvoiceHeader/OtherOrganization/OrganizationName1 & OrganizationName2   |
| 10.06                       | Contact Person                 | InvoiceHeader/OtherOrganization/ContactName   |
| 10.07                       | Bank Code                      | InvoiceHeader/OtherOrganization/AccountDetails/BankCode   |

| Ref No | Invoice Field            | IS-XML   |
|--------|--------------------------|--|
|        |                          | XML field Name   |
| 10.08  | Branch Code              | InvoiceHeader/OtherOrganization/AccountDetails/BranchCode    |
| 10.09  | IBAN                     | InvoiceHeader/OtherOrganization/AccountDetails/IBAN          |
| 10.10  | SWIFT                    | InvoiceHeader/OtherOrganization/AccountDetails/SWIFT         |
| 10.11  | Bank Account No          | InvoiceHeader/OtherOrganization/AccountDetails/BankAccountNo |
| 10.12  | Bank Currency Code       | InvoiceHeader/OtherOrganization/AccountDetails/CurrencyCode  |
| 10.13  | Reference Invoice Number | InvoiceHeader/InvoiceNumber                                  |
| 11.01  | Legal Text Placeholder   | InvoiceSummary/LegalText                                     |

- (1) Decimal precision will be truncated as per the ISO requirements of the currency used  
(2) Decimal precision will be rounded as per the ISO requirements of the currency used.

**PS:** The section 10.01 to 10.13 will be displayed only if the Settlement Method is 'Bilateral'. When the Settlement Method is 'ICH' or 'ACH, the following text will be displayed; 'DONOT PAY. SETTLEMENT THROUGH CLEARING HOUSE.'

# Miscellaneous Credit Note Sample Layout



## Credit Note

Digitally Signed

|  |   |  |
|--|---|--|
| <b>Billing Entity Name</b> Billing Member Ltd.<br><b>Entity Designator &amp; Num. Code</b> XB-T01<br><b>Location ID</b> /N/A<br><b>Contact Person</b> /N/A<br><b>Street</b> Address Line 1A<br><b>Address Line 2A</b> Address Line 2A<br><b>Address Line 3A</b> Address Line 3A<br><b>City</b> Billing City<br><b>Billing State</b> Billing State<br><b>Zip/Postal Code</b> 102870B<br><b>Country</b> Billing Country<br><b>Tax/VAT Registration #</b> STASGJUT3N<br><b>Company Registration #</b> 98734G24THD | <b>Invoice #</b> MSC06G31<br><b>Date</b> 2013-05-07<br><b>Month/Year</b> Jul 12<br><b>Period</b> 04<br><b>Tax Invoice Number</b> T01/V0073530<br><b>Charge Category</b> /Miscellaneous<br><b>Currency of Billing</b> USD<br><b>Currency of Clearance</b> GBP<br><b>Settlement Method</b> BILATERAL<br><b>PO Number</b> P0023211<br><b>Location Code</b> AMM<br><b>Transmitter Code</b> T01<br><b>Transmitter Name</b> Billing Member Ltd.<br><b>Attachments</b> Yes<br><b>Line Item Details</b> Yes<br><b>CH Agreement Indicator</b> S44<br><b>CH Due Date</b> 2013-05-31 | <b>Billed Entity Name</b> Billed Member Inc.<br><b>Entity Designator &amp; Num. Code</b> XB-T02<br><b>Location ID</b> /N/A<br><b>Contact Person</b> /N/A<br><b>Street</b> Address Line 1B<br><b>Address Line 2B</b> Address Line 2B<br><b>City</b> Billed City<br><b>Billing State</b> Billed State<br><b>Zip/Postal Code</b> STSC05<br><b>Country</b> Billed Country<br><b>Tax/VAT Registration #</b> 890325277555<br><b>Company Registration #</b> KJASHD73192 |
|--|---|--|

**Header Notes:** Transaction Notes 1 Remit - Notes 2 Claims - Notes 3


**Invoice Data:** Name 1 / Value 1 ; Name 2 / Value 2 ; Name 3 / Value 3

| Line # | Date of Service          | Charge Code                                    | Location Code | Product ID | Description                                      | Quantity | UCM | Unit Price    | Base Amount   | Additional Amount | Tax       | VAT    | Line Amount |
|--------|--------------------------|--|---------------|------------|--|----------|-----|---------------|---|-------------------|-----------|--------|-------------|
| 1      | 2013-01-01 to 2013-05-31 | Adjustments - Distribution of Retained Credits | ABCODE        | PROD001    | Billing for the month of Jan 2012 to August 2012 | 1001     | EA  | 283.12 @ SP 2 | 131,694.06  | 297.50            | 230.00    | 327.50 | 132,549.06  |
|        |                          |  |               |            |  |          |     |               | Line Item Sub Total   | 131,694.06        | 297.50    | 230.00 | 327.50      |
|        |                          |  |               |            |  |          |     |               | Invoice Header Sub Total                                      | 50.00             |           |        |             |
|        |                          |  |               |            |  |          |     |               | Total Invoice Base Amount                                     |                   |           |        | 131,694.06  |
|        |                          |  |               |            |  |          |     |               | Total Invoice Additional Amount                               |                   |           |        | 347.50      |
|        |                          |  |               |            |  |          |     |               | Total Invoice Tax Amount                                      |                   |           |        | 280.00      |
|        |                          |  |               |            |  |          |     |               | Total Invoice VAT Amount                                      |                   |           |        | 377.50      |
|        |                          |  |               |            |  |          |     |               | Total Due in Currency of Clearance (if Exchange Rate 1.56002) |                   | USD / GBP |        | 132,692.06  |
|        |                          |  |               |            |  |          |     |               |   |                   |           |        | 70,896.35   |

| VAT Breakdown | Label          | VAT Text        | Base Amount | VAT Rate | VAT Amount |
|---------------|----------------|-----------------|-------------|----------|------------|
|               | VAT Higher     | Invoice VAT     | 800.00      | 10.00%   | 80.00      |
|               | State OutScope | Line Item VAT   | 800.00      | 15.00%   | 90.00      |
|               | State OutScope | Line Item VAT 1 | 650.00      | 15.00%   | 97.50      |
|               | VAT Standard   |                 | 700.00      | 20.00%   | 140.00     |

Legal Text of Invoice

Page 1 of 2



## Credit Note

Digitally Signed

|  |                           |  |
|--|---------------------------|--|
| <b>Billing Entity Name</b> Billing Member Ltd. | <b>Invoice #</b> MSC06G31 | <b>Billed Entity Name</b> Billed Member Inc. |
|--|---------------------------|--|

| Tax Breakdown | Level | Label        | Tax Text      | Base Amount | Tax Rate | Tax Amount |
|---------------|-------|--------------|---------------|-------------|----------|------------|
| Invoice       |       | T01 Higher   | Invoice TAX   | 800.00      | 10.00%   | 80.00      |
| Line 1        |       | T01 OutScope | Line Item TAX | 800.00      | 15.00%   | 90.00      |
| Line 1 Detail |       |              |               | 650.00      | 15.00%   | 97.50      |
|               |       |              |               |             |          | 140.00     |

| Additional Amount Break Down | Level | Additional Amount Name | Chargeable Amount | Charge Rate | Additional Amount |
|------------------------------|-------|------------------------|-------------------|-------------|-------------------|
| Invoice                      |       | Add                    | 800.00            | 10.00%      | 80.00             |
| Line 1                       |       | Add                    | 800.00            | 10.00%      | 80.00             |
| Line 1 Detail                |       | Add                    | 650.00            | 15.00%      | 97.50             |
|                              |       |                        |                   |             | 140.00            |

| Payment Terms (section applicable for bilateral invoices only) |            |                 |                    |                          |           |             |
|--|------------|-----------------|--------------------|--------------------------|-----------|-------------|
| Description  | Due Date   | Terms           | Bank Information   | Contact Person           | Bank Code | Branch Code |
| Testing for Miscellaneous Original Invoice                     | 2012-05-02 | PTD101          | Sole Dollars Bank  | /N/A Bank Contact        | 00012331  | 2751        |
| IBAN   | SWIFT      | Bank Account No | Bank Currency Code | Reference Invoice Number |           |             |
| IB0012122  | SWIFT02124 | 123456789       | USD                | MSC06G01                 |           |             |


**Payment Terms** (section applicable for non-bilateral invoices only)

DO NOT PAY. SETTLEMENT THROUGH CLEARING HOUSE

Legal Text of Invoice

Page 2 of 2

Miscellaneous Credit Note - Field Mapping Reference Numbers

  
**Billing Member**

### Credit Note

9.01

**Digitally Signed**  
9.02

|   |  |  |
|---|--|--|
| <b>Billing Entity Name</b> 1.01<br><b>Entity Designator &amp; Num. Code</b> 1.02<br><b>Location ID</b> 1.03<br><b>Contact Person</b> 1.04<br><b>Street</b> 1.05<br><b>City</b> 1.06<br><b>State/Region</b> 1.09<br><b>Zip/Postal Code</b> 1.10<br><b>Country</b> 1.11<br><b>Tax/VAT Registration #</b> 1.12<br><b>Company Registration #</b> 1.13 | <b>Invoice #</b> 2.01<br><b>Date</b> 2.02<br><b>Month/Year</b> 2.03<br><b>Period</b> 2.04<br><b>Tax Invoice Number</b> 2.05<br><b>Charge Category</b> 2.06<br><b>Currency of Billing</b> 2.07<br><b>Currency of Clearance</b> 2.08<br><b>Settlement Method</b> 2.09<br><b>PO Number</b> 2.10<br><b>Location Code</b> 2.11<br><b>Transmitter Code</b> 2.12<br><b>Transmitter Name</b> 2.13<br><b>Attachments</b> 2.14<br><b>Line Item Details</b> 2.15<br><b>CH Agreement Indicator</b> 2.16<br><b>CH Due Date</b> 2.17 | <b>Billed Entity Name</b> 3.01<br><b>Entity Designator &amp; Num. Code</b> 3.02<br><b>Location ID</b> 3.03<br><b>Contact Person</b> 3.04<br><b>Street</b> 3.05<br><b>City</b> 3.06<br><b>State/Region</b> 3.09<br><b>Zip/Postal Code</b> 3.10<br><b>Country</b> 3.11<br><b>Tax/VAT Registration #</b> 3.12<br><b>Company Registration #</b> 3.13 |
|---|--|--|

**Header Notes** 4.01


**Invoice Date** 4.02

| Line A | Date of Service | Charge Code | Location Code | Product ID | Description | Quantity | UOM  | Unit Price | Base Amount  | Additional Amount | Tax   | VAT   | Line Amount |
|--------|-----------------|-------------|---------------|------------|-------------|----------|------|------------|--|-------------------|-------|-------|-------------|
| 5.01   | 5.02            | 5.03        | 5.04          | 5.04a      | 5.05        | 5.06     | 5.07 | 5.08       | 5.09   | 5.10              | 5.11  | 5.12  | 5.13        |
|        |                 |             |               |            |             |          |      |            | Line Item Sub Total  | 6.01              | 6.02  | 6.04  |             |
|        |                 |             |               |            |             |          |      |            | Invoice Header Sub Total                                     | 6.03              | 6.05a | 6.05c |             |
|        |                 |             |               |            |             |          |      |            | Total Invoice Base Amount                                    | 6.05b             |       |       | 6.05d       |
|        |                 |             |               |            |             |          |      |            | Total Invoice Additional Amount                              |                   |       |       | 6.06        |
|        |                 |             |               |            |             |          |      |            | Total Invoice Tax Amount                                     |                   |       |       | 6.07        |
|        |                 |             |               |            |             |          |      |            | Total Invoice VAT Amount                                     |                   |       |       | 6.08        |
|        |                 |             |               |            |             |          |      |            | Total Due in Currency of Billing                             | 6.09              |       |       | 6.10        |
|        |                 |             |               |            |             |          |      |            | Total Due in Currency of Clearance (at exchange rate 1.9999) | 6.11              |       |       | 6.12        |

| VAT Breakdown | Label | VAT Text | Base Amount | VAT Rate | VAT Amount |
|---------------|-------|----------|-------------|----------|------------|
|               | 7.01  | 7.02     | 7.03        | 7.04     | 7.05       |

**Legal Text of Invoice** 11.01

Page 1 of 2

  
**Billing Member**

### Credit Note

9.01

**Digitally Signed**  
9.02

|                                 |                       |                                |
|---------------------------------|-----------------------|--------------------------------|
| <b>Billing Entity Name</b> 1.01 | <b>Invoice #</b> 2.01 | <b>Billed Entity Name</b> 3.01 |
|---------------------------------|-----------------------|--------------------------------|

| Tax Breakdown | Level | Label | Tax Text | Base Amount | Tax Rate | Tax Amount |
|---------------|-------|-------|----------|-------------|----------|------------|
|               | 8.01  | 8.02  | 8.03     | 8.04        | 8.05     | 8.06       |

| Additional Amount Break Down | Level | Additional Amount Name | Chargeable Amount | Charge Rate | Additional Amount |
|------------------------------|-------|------------------------|-------------------|-------------|-------------------|
|                              | 9.01  | 9.02                   | 9.03              | 9.04        | 9.05              |

| Payment Terms (section applicable for bilateral invoice only) |          |                 |                    |                          |           |             |
|---|----------|-----------------|--------------------|--------------------------|-----------|-------------|
| Description   | Due Date | Terms           | Bank Information   | Contact Person           | Bank Code | Branch Code |
| 10.01   | 10.02    | 10.03           | 10.04              | 10.05                    | 10.06     | 10.07       |
| IBAN  | SWIFT    | Bank Account No | Bank Currency Code | Reference Invoice Number |           |             |
| 10.08   | 10.09    | 10.10           | 10.11              | 10.12                    |           |             |

| Payment Terms (section applicable for non-bilateral invoice only) |
|---|
| DO NOT PAY. SETTLEMENT THROUGH CLEARING HOUSE                     |

**Legal Text of Invoice** 11.01

Page 2 of 2

\* when scaling factor is greater than 1 it will be shown on the PDF invoice as follows:

| Quantity | UOM | Unit Price        |
|----------|-----|-------------------|
| 1001     | EA  | 263.125<br>@ SF 2 |

Invoice PDF to IS-XML Field Mapping

| Ref No | Invoice Field                | IS-XML  |
|--------|------------------------------|---|
|        |                              | XML field Name  |
| 0.01   | Miscellaneous Credit Note    | InvoiceHeader/InvoiceType = CreditNote  |
| 0.02   | Digitally Signed             | Derived by SIS System based the InvoiceHeader/ISDetails/DigitalSignatureFlag field and/or based on the SIS Member profile setup   |
| 1.01   | Billing Entity               | InvoiceHeader/SellerOrganization/OrganizationName1 & OrganizationName2  |
| 1.02   | Entity Designator & Num Code | InvoiceHeader/SellerOrganization/OrganizationDesignator + InvoiceHeader/SellerOrganization/OrganizationID   |
| 1.03   | Location ID                  | InvoiceHeader/SellerOrganization/LocationID   |
| 1.04   | Contact Person               | InvoiceHeader/SellerOrganization/ContactName  |
| 1.05   | Street                       | InvoiceHeader/SellerOrganization/Address/AddressLine1   |
| 1.06   |                              | InvoiceHeader/SellerOrganization/Address/AddressLine2   |
| 1.07   |                              | InvoiceHeader/SellerOrganization/Address/AddressLine3   |
| 1.08   | City                         | InvoiceHeader/SellerOrganization/Address/CityName   |
| 1.09   | Prov/State/Region            | InvoiceHeader/SellerOrganization/Address/SubDivisionName  |
| 1.10   | Zip/Postal code              | InvoiceHeader/SellerOrganization/Address/PostalCode   |
| 1.11   | Country                      | InvoiceHeader/SellerOrganization/Address/CountryName  |
| 1.12   | TAX/VAT Registration #       | InvoiceHeader/SellerOrganization/TaxRegistrationID + InvoiceHeader/SellerOrganization/AdditionalTaxRegistrationID   |
| 1.13   | Company Registration #       | InvoiceHeader/SellerOrganization/CompanyRegistrationID  |
| 2.01   | Credit Note #                | InvoiceHeader/InvoiceNumber   |
| 2.02   | Credit Note Date             | InvoiceHeader/InvoiceDate   |
| 2.03   | Month/Year                   | InvoiceHeader/SettlementMonthPeriod (Month and Year)  |
| 2.04   | Period                       | InvoiceHeader/SettlementMonthPeriod (Period No)   |
| 2.05   | Tax Invoice Number           | InvoiceHeader/TaxInvoiceNumber  |
| 2.06   | Charge Category              | InvoiceHeader/ChargeCategory  |
| 2.07   | Currency of Billing          | InvoiceHeader/PaymentTerms/CurrencyCode   |
| 2.08   | Currency of Clearance        | InvoiceHeader/PaymentTerms/ClearanceCurrencyCode  |
| 2.09   | Settlement Method            | InvoiceHeader/PaymentTerms/SettlementMethod   |
| 2.10   | PO Number                    | InvoiceHeader/PONumber  |
| 2.11   | Location Code                | InvoiceHeader/LocationCode  |
| 2.12   | Transmitter Code             | The Transmitter's designator & numeric code will be concatenated and shown here.<br>TransmissionHeader/IssuingOrganizationID; The Designator Code will be derived by the system |

| Ref No | Invoice Field                | IS-XML  |
|--------|------------------------------|---|
|        |                              | XML field Name  |
| 2.13   | Transmitter Name             | To be derived by system;  |
| 2.14   | Attachments                  | InvoiceHeader/Attachment/AttachmentIndicatorOriginal  |
| 2.15   | Line Item Details            | To be derived by system if there is a LineltemDetails node  |
| 2.16   | CH Agreement Indicator       | InvoiceHeader/PaymentTerms/CHAgreementIndicator   |
| 2.17   | CH Due Date                  | InvoiceHeader/PaymentTerms/CHDueDate  |
| 3.01   | Billed Entity                | InvoiceHeader/BuyerOrganization/OrganizationName1 & OrganizationName2   |
| 3.02   | Entity Designator & Num Code | InvoiceHeader/BuyerOrganization/OrganizationDesignator + InvoiceHeader/BuyerOrganization/OrganizationID         |
| 3.03   | Location ID                  | InvoiceHeader/BuyerOrganization/LocationID  |
| 3.04   | Contact Person               | InvoiceHeader/BuyerOrganization/ContactName   |
| 3.05   | Street                       | InvoiceHeader/BuyerOrganization/Address/AddressLine1  |
| 3.06   |                              | InvoiceHeader/BuyerOrganization/Address/AddressLine2  |
| 3.07   |                              | InvoiceHeader/BuyerOrganization/Address/AddressLine3  |
| 3.08   | City                         | InvoiceHeader/BuyerOrganization/Address/CityName  |
| 3.09   | Prov/State/Region            | InvoiceHeader/BuyerOrganization/Address/SubDivisionName   |
| 3.10   | Zip/Postal code              | InvoiceHeader/BuyerOrganization/Address/PostalCode  |
| 3.11   | Country                      | InvoiceHeader/BuyerOrganization/Address/CountryName   |
| 3.12   | TAX/VAT Registration #       | InvoiceHeader/BuyerOrganization/TaxRegistrationID + InvoiceHeader/BuyerOrganization/AdditionalTaxRegistrationID |
| 3.13   | Company Registration #       | InvoiceHeader/BuyerOrganization/CompanyRegistrationID   |
| 4.01   | Header Notes                 | InvoiceHeader/Notes @Type   |
| 4.02   | Invoice Data                 |   |
| 5.01   | Line #                       | Lineltem/LineltemNumber   |
| 5.02   | Date of Service              | Lineltem/StartDate & Lineltem/EndDate   |
| 5.03   | Charge Code                  | Lineltem/ChargeCode & Lineltem/ChargeCodeType   |
| 5.04   | Location Code                | Lineltem/LocationCode   |
| 5.04a  | Product ID                   |   |
| 5.05   | Description                  | Lineltem/Description  |
| 5.06   | Quantity                     | Lineltem/Quantity   |

| Ref No  | Invoice Field  | IS-XML   |
|---|--|--|
|   |  | XML field Name   |
| 5.07  | Unit of Measure  | The value of the attribute in Lineltem/Quantity @UOMCode   |
| 5.08  | Unit Price <sup>1</sup>                                  | Lineltem/UnitPrice @SF   |
| 5.09  | Base Amount <sup>1</sup>                                 | Lineltem/ChargeAmount  |
| 5.10  | Additional Amount <sup>1</sup>                           | Lineltem/TotalAddOnChargeAmount  |
| 5.11  | TAX <sup>1</sup>   | Lineltem/TotalTaxAmount  |
| 5.12  | VAT <sup>1</sup>   | Lineltem/TotalVATAmount  |
| 5.13  | Line Amount <sup>1</sup>                                 | Lineltem/TotalNetAmount  |
| 6.01  | Line Item Subtotal - Base Amount <sup>1</sup>            | InvoiceSummary/TotalLineltemAmount   |
| 6.02  | Line Item Subtotal - Additional Amount <sup>1</sup>      | Summation of all TotalAddOnChargeAmount at Line Item Levels  |
| 6.03  | Line Item Subtotal - Tax <sup>1</sup>                    | Summation of all TotalTaxAmount at Line Item Levels  |
| 6.04  | Line Item Subtotal - VAT <sup>1</sup>                    | Summation of all TotalVATAmount at Line Item Levels  |
| 6.05a   | Invoice Header Subtotal – Additional Amount <sup>1</sup> |  |
| 6.05b   | Invoice Header Subtotal – Tax <sup>1</sup>               |  |
| 6.05c   | Invoice Header Subtotal – VAT <sup>1</sup>               |  |
| 6.05d   | Total Invoice Base Amount <sup>1</sup>                   |  |
| 6.06  | Total Invoice Additional Amount <sup>1</sup>             | InvoiceSummary/AddOnCharges/AddOnChargeAmount  |
| 6.07  | Total Invoice Tax Amount <sup>1</sup>                    | InvoiceSummary/Tax/TaxAmount when TaxType = Tax  |
| 6.08  | Total Invoice VAT Amount <sup>1</sup>                    | InvoiceSummary/Tax/TaxAmount when TaxType = VAT  |
| 6.09  | Total Due in Currency of Billing - Currency Code         | InvoiceHeader/PaymentTerms/CurrencyCode  |
| 6.10  | Total Due in Currency of Billing - Amount <sup>2</sup>   | InvoiceSummary/TotalAmount   |
| 6.11  | Total Due in Currency of Clearance - Currency Code       | InvoiceHeader/PaymentTerms/ClearanceCurrencyCode   |
| 6.12  | Total Due in Currency of Clearance - Amount <sup>2</sup> | InvoiceSummary/TotalAmountInClearanceCurrency  |
| VAT Breakdown This section will show the VAT grouped by 'TaxSubType', 'TaxCategory', 'TaxText' and 'TaxPercent' where TaxType = VAT at all levels |  |  |
| 7.01  | Label  | LineltemDetail/Tax/TaxSubType & Lineltem/Tax/TaxCategory<br>Lineltem/Tax/TaxSubType & Lineltem/Tax/TaxCategory OR<br>InvoiceSummary/Tax/TaxSubType & InvoiceSummary/Tax/TaxCategory<br>when TaxType = VAT as per grouping stated |
| 7.02  | VAT Text   | LineltemDetail/Tax/TaxText OR Lineltem/Tax/TaxText OR<br>InvoiceSummary/Tax/TaxText when TaxType = VAT as per grouping stated  |


| Ref No                      | Invoice Field                  | IS-XML  |
|-----------------------------|--------------------------------|---|
|                             |                                | XML field Name  |
| 7.03                        | Base Amount <sup>1</sup>       | LinItemDetail/Tax/TaxableAmount OR LinItem/Tax/TaxableAmount OR InvoiceSummary/Tax/TaxableAmount when TaxType = VAT as per grouping stated  |
| 7.04                        | VAT Rate                       | LinItemDetail/Tax/TaxPercent OR LinItem/Tax/TaxPercent OR InvoiceSummary/Tax/TaxPercent when TaxType = VAT as per grouping stated   |
| 7.05                        | VAT Amount <sup>1</sup>        | Summation of the VATAmount at all levels as per grouping stated →<br>LinItemDetail/Tax/TaxAmount + LinItem/Tax/TaxAmount + InvoiceSummary/Tax/TaxAmount when TaxType = VAT as per grouping stated   |
| Tax Breakdown               |                                |   |
| 8.01                        | Level                          | To be derived by system;  |
| 8.02                        | Label                          | LinItem/Tax/TaxSubType & LinItem/Tax/TaxCategory OR InvoiceSummary/Tax/TaxSubType & InvoiceSummary/Tax/TaxCategory when TaxType = Tax   |
| 8.03                        | Tax Text                       | LinItem/Tax/TaxText OR InvoiceSummary/Tax/TaxText when TaxType = Tax  |
| 8.04                        | Base Amount <sup>1</sup>       | LinItem/Tax/TaxableAmount OR InvoiceSummary/Tax/TaxableAmount when TaxType = Tax  |
| 8.05                        | Tax Rate                       | LinItem/Tax/TaxPercent OR InvoiceSummary/Tax/TaxPercent when TaxType = Tax  |
| 8.06                        | Tax Amount <sup>1</sup>        | LinItem/Tax/TaxAmount OR InvoiceSummary/Tax/TaxAmount when TaxType = Tax<br><br>If the breakdown amount refers to the Line Item Detail, it will be calculated as TotalTaxAmount less the 'TaxAmount' where TaxType = Tax applied on that line and the level will be stated as the Line # Details          |
| Additional Amount Breakdown |                                |   |
| 9.01                        | Level                          | To be derived by system;  |
| 9.02                        | Additional Amount Name         | LinItem/AddOnCharges/AddOnChargeName OR InvoiceSummary/AddOnCharges/AddOnChargeName   |
| 9.03                        | Chargeable Amount <sup>1</sup> | LinItem/AddOnCharges/AddOnChargeableAmount OR InvoiceSummary/AddOnCharges/AddOnChargeableAmount   |
| 9.04                        | Charge Rate                    | LinItem/AddOnCharges/AddOnChargePercentage OR InvoiceSummary/AddOnCharges/AddOnChargePercentage   |
| 9.05                        | Additional Amount <sup>1</sup> | LinItem/AddOnCharges/AddOnChargeAmount OR InvoiceSummary/AddOnCharges/AddOnChargeAmount<br><br>If the breakdown amount refers to the Line Item Detail, it will be calculated as TotalAddOnChargeAmount less the AddOnChargeAmount applied on that line and the level will be stated as the Line # Details |
| 10.01                       | Description                    | InvoiceHeader/PaymentTerms/Description  |
| 10.02                       | Due Date                       | InvoiceHeader/PaymentTerms/NetDueDate   |
| 10.03                       | Net Due Days                   | InvoiceHeader/PaymentTerms/NetDueDays   |
| 10.04                       | Terms                          | InvoiceHeader/PaymentTerms/PaymentTermsType   |
| 10.05                       | Bank Information               | InvoiceHeader/OtherOrganization/OrganizationName1 & OrganizationName2   |
| 10.06                       | Contact Person                 | InvoiceHeader/OtherOrganization/ContactName   |
| 10.08                       | Bank Code                      | InvoiceHeader/OtherOrganization/AccountDetails/BankCode   |

| Ref No | Invoice Field            | IS-XML   |
|--------|--------------------------|--|
|        |                          | XML field Name   |
| 10.08  | Branch Code              | InvoiceHeader/OtherOrganization/AccountDetails/BranchCode    |
| 10.09  | IBAN                     | InvoiceHeader/OtherOrganization/AccountDetails/IBAN          |
| 10.10  | SWIFT                    | InvoiceHeader/OtherOrganization/AccountDetails/SWIFT         |
| 10.11  | Bank Account No          | InvoiceHeader/OtherOrganization/AccountDetails/BankAccountNo |
| 10.12  | Bank Currency Code       | InvoiceHeader/OtherOrganization/AccountDetails/CurrencyCode  |
| 10.13  | Reference Invoice Number | InvoiceHeader/InvoiceNumber                                  |
| 11.01  | Legal Text Placeholder   | InvoiceSummary/LegalText                                     |

- (1) Decimal precision will be truncated as per the ISO requirements of the currency used  
(2) Decimal precision will be rounded as per the ISO requirements of the currency used.

**PS:** The section 10.01 to 10.13 will be displayed only if the Settlement Method is 'Bilateral'. When the Settlement Method is 'ICH' or 'ACH, the following text will be displayed; 'DONOT PAY. SETTLEMENT THROUGH CLEARING HOUSE.'

# Miscellaneous Rejection Invoice Sample Layout



## Rejection Invoice

Digitally Signed

|  |  |  |
|--|--|--|
| <p><b>Billing Entity Name</b> Billing Member Ltd.<br/> <b>Entity Designator &amp; Num. Code</b> 00-101<br/> <b>Location ID</b> /Main<br/> <b>Contact Person</b> /Mr. T01 Contact<br/> <b>Street</b> Address Line 1A<br/> Address Line 2A<br/> Address Line 3A<br/> <b>City</b> Billing City<br/> <b>State/Region</b> Billing State<br/> <b>Zip/Postal Code</b> 1100700<br/> <b>Country</b> Billing Country<br/> <b>Tax/VAT Registration #</b> STASHGUT3N<br/> <b>Company Registration #</b> 9876543210</p> | <p><b>Invoice #</b> MISCU003<br/> <b>Date</b> 2012-05-07<br/> <b>Month/Year</b> Jul 12<br/> <b>Period</b> 04<br/> <b>Tax Invoice Number</b> TX01N0073521<br/> <b>Charge Category</b> Miscellaneous<br/> <b>Currency of Billing</b> USD<br/> <b>Settlement Method</b> BILATERAL<br/> <b>PO Number</b> PO023211<br/> <b>Original Invoice #</b> RGJ0023903<br/> <b>Original Settlement Month/Period</b> Jun 2012 01<br/> <b>Attachments</b> Yes<br/> <b>Line Item Details</b> Yes<br/> <b>CH Agreement Indicator</b> S44<br/> <b>CH Due Date</b> 2012-05-31</p> | <p><b>Billed Entity Name</b> Billed Member Inc.<br/> <b>Entity Designator &amp; Num. Code</b> 00-102<br/> <b>Location ID</b> /Main<br/> <b>Contact Person</b> /Mr. T02 Contact<br/> <b>Street</b> Address Line 1B<br/> Address Line 2B<br/> Address Line 3B<br/> <b>City</b> Billed City<br/> <b>State/Region</b> Billed State<br/> <b>Zip/Postal Code</b> 0750105<br/> <b>Country</b> Billed Country<br/> <b>Tax/VAT Registration #</b> 990235377888<br/> <b>Company Registration #</b> IGA5H073792</p> |
|--|--|--|

Header Notes: Transaction Notes 1 Remt - Notes 2 Claims Notes 3

Invoice Data: Name 1 / Value 1 ; Name 2 / Value 2 ; Name 3 / Value 3


| Line # | Date of Service          | Original Line # | Charge Code                                    | Product ID | Rev. Reason Code | Description                                      | Quantity | UCM | Unit / Price   | Base Amount   | Additional Amount | Tax     | VAT     | Line Amount |             |
|--------|--------------------------|-----------------|--|------------|------------------|--|----------|-----|----------------|---|-------------------|---------|---------|-------------|-------------|
| 1      | 2012-01-01 to 2012-05-31 | 1               | Adjustments - Distribution of Retained Credits | PRD 001    | 26               | Billing for the month of Jan 2012 to August 2012 | 1001     | EA  | 253.125 @ SF 2 | 131,894.063   | 297.500           | 230.000 | 327.500 | 132,549.063 |             |
|        |                          |                 |  |            |                  |  |          |     |                | Line Item Sub Total   | 131,894.063       | 297.500 | 230.000 | 327.500     |             |
|        |                          |                 |  |            |                  |  |          |     |                | Invoice Header Sub Total                                      |                   | 50.000  | 50.000  |             |             |
|        |                          |                 |  |            |                  |  |          |     |                | Total Invoice Base Amount                                     |                   |         |         |             | 131,894.063 |
|        |                          |                 |  |            |                  |  |          |     |                | Total Invoice Additional Amount                               |                   |         |         |             | 347.500     |
|        |                          |                 |  |            |                  |  |          |     |                | Total Invoice Tax Amount                                      |                   |         |         |             | 288.000     |
|        |                          |                 |  |            |                  |  |          |     |                | Total Invoice VAT Amount                                      |                   |         |         |             | 377.500     |
|        |                          |                 |  |            |                  |  |          |     |                | Total Due in Currency of Billing                              |                   |         |         |             | 132,899.063 |
|        |                          |                 |  |            |                  |  |          |     |                | Total Due in Currency of Clearance (at exchange Rate 1.89589) |                   |         |         |             | 79,896.35   |

| VAT Breakdown | Label            | VAT Text        | Base Amount | VAT Rate | VAT Amount |
|---------------|------------------|-----------------|-------------|----------|------------|
|               | VAT Higher       | Invoice VAT     | 500.000     | 10.00%   | 50.000     |
|               | State OutOfScope | Line Item VAT   | 500.000     | 15.00%   | 90.000     |
|               | State OutOfScope | Line Item VAT 1 | 550.000     | 15.00%   | 97.500     |
|               | VAT Standard     |                 | 700.000     | 20.00%   | 140.000    |

Legal Text of Invoice

Page 1 of 2

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## Rejection Invoice

Digitally Signed

|  |                                  |  |
|--|----------------------------------|--|
| <p><b>Billing Entity Name</b> Billing Member Ltd.<br/> <b>Entity Designator &amp; Num. Code</b> 00-101<br/> <b>Location ID</b> /Main<br/> <b>Contact Person</b> /Mr. T01 Contact<br/> <b>Street</b> Address Line 1A<br/> Address Line 2A<br/> Address Line 3A<br/> <b>City</b> Billing City<br/> <b>State/Region</b> Billing State<br/> <b>Zip/Postal Code</b> 1100700<br/> <b>Country</b> Billing Country<br/> <b>Tax/VAT Registration #</b> STASHGUT3N<br/> <b>Company Registration #</b> 9876543210</p> | <p><b>Invoice #</b> MISCU003</p> | <p><b>Billed Entity Name</b> Billed Member Inc.<br/> <b>Entity Designator &amp; Num. Code</b> 00-102<br/> <b>Location ID</b> /Main<br/> <b>Contact Person</b> /Mr. T02 Contact<br/> <b>Street</b> Address Line 1B<br/> Address Line 2B<br/> Address Line 3B<br/> <b>City</b> Billed City<br/> <b>State/Region</b> Billed State<br/> <b>Zip/Postal Code</b> 0750105<br/> <b>Country</b> Billed Country<br/> <b>Tax/VAT Registration #</b> 990235377888<br/> <b>Company Registration #</b> IGA5H073792</p> |
|--|----------------------------------|--|

| Tax Breakdown | Label          | Tax Text      | Base Amount | Tax Rate | Tax Amount |
|---------------|----------------|---------------|-------------|----------|------------|
| Invoice       | Tax Higher     | Invoice TAX   | 500.000     | 10.00%   | 50.000     |
| Line 1        | Tax OutOfScope | Line Item TAX | 500.000     | 15.00%   | 90.000     |
| Line 1 Detail |                |               |             |          | 140.000    |

| Additional Amount Break Down | Label | Additional Amount Name | Chargeable Amount | Charge Rate | Additional Amount |
|------------------------------|-------|------------------------|-------------------|-------------|-------------------|
| Invoice                      | Add   |                        | 500.000           | 10.00%      | 50.000            |
| Line 1                       | Add   |                        | 500.000           | 10.00%      | 50.000            |
| Line 1 Detail                | Add   |                        | 550.000           | 15.00%      | 97.500            |
| Line 1 Detail                |       |                        |                   |             | 140.000           |


| Payment Terms (section applicable for bilateral invoices only) |            |                 |                    |                          |           |             |  |
|--|------------|-----------------|--------------------|--------------------------|-----------|-------------|--|
| Description  | Due Date   | Terms           | Bank Information   | Contact Person           | Bank Code | Branch Code |  |
| Testing for Miscellaneous Original Invoice                     | 2012-05-02 | PTD101          | Safe Dollars Bank  | Mr. Bank Contact         | 00012321  | 3751        |  |
| IBAN   | SWIFT      | Bank Account No | Bank Currency Code | Reference Invoice Number |           |             |  |
| IB0012122  | SWIFT02134 | 123456789       | USD                | MISCU003                 |           |             |  |

| Payment Terms (section applicable for non-bilateral invoices only) |                               |  |  |  |  |  |  |
|--|-------------------------------|--|--|--|--|--|--|
| DO NOT PAY, SETTLEMENT THROUGH CLEARING HOUSE                      |                               |  |  |  |  |  |  |
| Legend of Rejection Reason Codes used in Line Items                |                               |  |  |  |  |  |  |
| 26   | Description of Reason Code 26 |  |  |  |  |  |  |

Legal Text of Invoice

Page 2 of 2

## Miscellaneous Rejection Invoice - Field Mapping Reference Numbers



## Rejection Invoice 0.01

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0.02

|  |  |   |
|--|--|---|
| <p>Billing Entity Name <span style="color: red;">1.01</span></p> <p>Entity Designator &amp; Num. Code <span style="color: red;">1.02</span></p> <p>Location ID <span style="color: red;">1.03</span></p> <p>Contact Person <span style="color: red;">1.04</span></p> <p>Street <span style="color: red;">1.05</span></p> <p>City <span style="color: red;">1.06</span></p> <p>State/Region <span style="color: red;">1.07</span></p> <p>Zip/Postal Code <span style="color: red;">1.08</span></p> <p>Country <span style="color: red;">1.09</span></p> <p>Tax/VAT Registration # <span style="color: red;">1.10</span></p> <p>Company Registration # <span style="color: red;">1.11</span></p> | <p>Invoice # <span style="color: red;">2.01</span></p> <p>Date <span style="color: red;">2.02</span></p> <p>Month/Year <span style="color: red;">2.03</span></p> <p>Period <span style="color: red;">2.04</span></p> <p>Tax Invoice Number <span style="color: red;">2.05</span></p> <p>Charge Category <span style="color: red;">2.06</span></p> <p>Currency of Billing <span style="color: red;">2.07</span></p> <p>Currency of Clearance <span style="color: red;">2.08</span></p> <p>Settlement Method <span style="color: red;">2.09</span></p> <p>PO Number <span style="color: red;">2.10</span></p> <p>Original Invoice # <span style="color: red;">2.11</span></p> <p>Original Settlement Month Period <span style="color: red;">2.12</span></p> <p>Attachments <span style="color: red;">2.13</span></p> <p>Line Item Details <span style="color: red;">2.14</span></p> <p>CH Agreement Indicator <span style="color: red;">2.15</span></p> <p>CH Due Date <span style="color: red;">2.16</span></p> | <p>Billed Entity Name <span style="color: red;">3.01</span></p> <p>Entity Designator &amp; Num. Code <span style="color: red;">3.02</span></p> <p>Location ID <span style="color: red;">3.03</span></p> <p>Contact Person <span style="color: red;">3.04</span></p> <p>Street <span style="color: red;">3.05</span></p> <p>City <span style="color: red;">3.06</span></p> <p>State/Region <span style="color: red;">3.07</span></p> <p>Zip/Postal Code <span style="color: red;">3.08</span></p> <p>Country <span style="color: red;">3.09</span></p> <p>Tax/VAT Registration # <span style="color: red;">3.10</span></p> <p>Company Registration # <span style="color: red;">3.11</span></p> |
|--|--|---|

Header Notes 4.01


Invoice Date: 4.02

| Line #                                | Date of Service                       | Original Line #                       | Charge Code                           | Product ID                             | Qty. Reason Code                      | Description                           | Quantity                              | UOM                                   | Unit Price                            | Base Amount  | Additional Amount                      | Tax                                    | VAT                                    | Line Amount                            |
|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|--|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|--|--|--|--|--|
| <span style="color: red;">5.01</span> | <span style="color: red;">5.02</span> | <span style="color: red;">5.03</span> | <span style="color: red;">5.04</span> | <span style="color: red;">5.04a</span> | <span style="color: red;">5.05</span> | <span style="color: red;">5.06</span> | <span style="color: red;">5.07</span> | <span style="color: red;">5.08</span> | <span style="color: red;">5.09</span> | <span style="color: red;">5.10</span>                      | <span style="color: red;">5.11</span>  | <span style="color: red;">5.12</span>  | <span style="color: red;">5.13</span>  | <span style="color: red;">5.14</span>  |
|                                       |                                       |                                       |                                       |  |                                       |                                       |                                       |                                       |                                       | Line Item Sub Total  | <span style="color: red;">6.01</span>  | <span style="color: red;">6.02</span>  | <span style="color: red;">6.03</span>  | <span style="color: red;">6.04</span>  |
|                                       |                                       |                                       |                                       |  |                                       |                                       |                                       |                                       |                                       | Invoice Header Sub Total                                   | <span style="color: red;">6.05a</span> | <span style="color: red;">6.05b</span> | <span style="color: red;">6.05c</span> | <span style="color: red;">6.05d</span> |
|                                       |                                       |                                       |                                       |  |                                       |                                       |                                       |                                       |                                       | Total Invoice Base Amount                                  |  |  |  | <span style="color: red;">6.06</span>  |
|                                       |                                       |                                       |                                       |  |                                       |                                       |                                       |                                       |                                       | Total Invoice Additional Amount                            |  |  |  | <span style="color: red;">6.07</span>  |
|                                       |                                       |                                       |                                       |  |                                       |                                       |                                       |                                       |                                       | Total Invoice Tax Amount                                   |  |  |  | <span style="color: red;">6.08</span>  |
|                                       |                                       |                                       |                                       |  |                                       |                                       |                                       |                                       |                                       | Total Invoice VAT Amount                                   |  |  |  | <span style="color: red;">6.09</span>  |
|                                       |                                       |                                       |                                       |  |                                       |                                       |                                       |                                       |                                       | Total Due in Currency of Billing                           | <span style="color: red;">6.10</span>  |  |  | <span style="color: red;">6.11</span>  |
|                                       |                                       |                                       |                                       |  |                                       |                                       |                                       |                                       |                                       | Total Due in Currency of Clearance @ Exchange Rate 1.00000 |  |  |  | <span style="color: red;">6.12</span>  |

| VAT Breakdown | Label                                 | VAT Text                              | Base Amount                           | VAT Rate                              | VAT Amount                            |
|---------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
|               | <span style="color: red;">7.01</span> | <span style="color: red;">7.02</span> | <span style="color: red;">7.03</span> | <span style="color: red;">7.04</span> | <span style="color: red;">7.05</span> |

Legal Text of Invoice 11.01

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## Rejection Invoice 0.01

Digitally Signed  
0.02

|  |  |   |
|--|--|---|
| <p>Billing Entity Name <span style="color: red;">1.01</span></p> | <p>Invoice # <span style="color: red;">2.01</span></p> | <p>Billed Entity Name <span style="color: red;">3.01</span></p> |
|--|--|---|

| Tax Breakdown | Level                                 | Label                                 | Tax Text                              | Base Amount                           | Tax Rate                              | Tax Amount                            |
|---------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
|               | <span style="color: red;">8.01</span> | <span style="color: red;">8.02</span> | <span style="color: red;">8.03</span> | <span style="color: red;">8.04</span> | <span style="color: red;">8.05</span> | <span style="color: red;">8.06</span> |

| Additional Amount Break Down | Level                                 | Additional Amount Name                | Chargeable Amount                     | Charge Rate                           | Additional Amount                     |
|------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
|                              | <span style="color: red;">9.01</span> | <span style="color: red;">9.02</span> | <span style="color: red;">9.03</span> | <span style="color: red;">9.04</span> | <span style="color: red;">9.05</span> |

| Payment Terms (section applicable for bilateral invoices only) |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
| Description  | Due Date                               | Terms                                  | Bank Information                       | Contact Person                         | Bank Code                              | Branch Code                            |
| <span style="color: red;">10.01</span>                         | <span style="color: red;">10.02</span> | <span style="color: red;">10.03</span> | <span style="color: red;">10.04</span> | <span style="color: red;">10.05</span> | <span style="color: red;">10.06</span> | <span style="color: red;">10.07</span> |
| <span style="color: red;">10.08</span>                         | <span style="color: red;">10.09</span> | <span style="color: red;">10.10</span> | <span style="color: red;">10.11</span> | <span style="color: red;">10.12</span> |  |  |

DO NOT PAY: SETTLEMENT THROUGH CLEARING HOUSE

Legend of Rejection Reason Codes Used in Line Items

20: Description of Reason Code 20

Legal Text of Invoice 11.01

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\* when scaling factor is greater than 1 it will be shown on the PDF invoice as follows:

| Quantity | UOM | Unit Price        |
|----------|-----|-------------------|
| 1001     | EA  | 263.125<br>@ SF 2 |

### Invoice PDF to IS-XML Field Mapping

| Ref No | Invoice Field                    | IS-XML  |
|--------|----------------------------------|---|
|        |                                  | XML field Name  |
| 0.01   | Miscellaneous Rejection Invoice  | InvoiceHeader/InvoiceType = Invoice &<br>InvoiceHeader/ISDetails/RejectionFlag = Y  |
| 0.02   | Digitally Signed                 | Derived by SIS System based the<br>InvoiceHeader/ISDetails/DigitalSignatureFlag field and/or based on the SIS<br>Member profile setup |
| 1.01   | Billing Entity                   | InvoiceHeader/SellerOrganization/OrganizationName1 &<br>OrganizationName2   |
| 1.02   | Entity Designator & Num Code     | InvoiceHeader/SellerOrganization/OrganizationDesignator +<br>InvoiceHeader/SellerOrganization/OrganizationID                          |
| 1.03   | Location ID                      | InvoiceHeader/SellerOrganization/LocationID   |
| 1.04   | Contact Person                   | InvoiceHeader/SellerOrganization/ContactName  |
| 1.05   | Street                           | InvoiceHeader/SellerOrganization/Address/AddressLine1   |
| 1.06   |                                  | InvoiceHeader/SellerOrganization/Address/AddressLine2   |
| 1.07   |                                  | InvoiceHeader/SellerOrganization/Address/AddressLine3   |
| 1.08   | City                             | InvoiceHeader/SellerOrganization/Address/CityName   |
| 1.09   | Prov/State/Region                | InvoiceHeader/SellerOrganization/Address/SubDivisionName  |
| 1.10   | Zip/Postal code                  | InvoiceHeader/SellerOrganization/Address/PostalCode   |
| 1.11   | Country                          | InvoiceHeader/SellerOrganization/Address/CountryName  |
| 1.12   | TAX/VAT Registration #           | InvoiceHeader/SellerOrganization/TaxRegistrationID +<br>InvoiceHeader/SellerOrganization/AdditionalTaxRegistrationID                  |
| 1.13   | Company Registration #           | InvoiceHeader/SellerOrganization/CompanyRegistrationID  |
| 2.01   | Invoice #                        | InvoiceHeader/InvoiceNumber   |
| 2.02   | Date                             | InvoiceHeader/InvoiceDate   |
| 2.03   | Month/Year                       | InvoiceHeader/SettlementMonthPeriod (Month and Year)  |
| 2.04   | Period                           | InvoiceHeader/SettlementMonthPeriod (Period No)   |
| 2.05   | Tax Invoice Number               | InvoiceHeader/TaxInvoiceNumber  |
| 2.06   | Charge Category                  | InvoiceHeader/ChargeCategory  |
| 2.07   | Currency of Billing              | InvoiceHeader/PaymentTerms/CurrencyCode   |
| 2.08   | Currency of Clearance            | InvoiceHeader/PaymentTerms/ClearanceCurrencyCode  |
| 2.09   | Settlement Method                | InvoiceHeader/PaymentTerms/SettlementMethod   |
| 2.10   | PO Number                        | InvoiceHeader/PONumber  |
| 2.11   | Original Invoice #               | InvoiceHeader/RejectedInvoiceDetails/InvoiceNumber  |
| 2.12   | Original Settlement Month Period | InvoiceHeader/RejectedInvoiceDetails/SettlementMonthPeriod<br>Format will be MON YYYY PX where 'X' will indicate the period (1,2,3,4) |

| Ref No | Invoice Field                | IS-XML  |
|--------|------------------------------|---|
|        |                              | XML field Name  |
| 2.13   | Attachments                  | InvoiceHeader/Attachment/AttachmentIndicatorOriginal  |
| 2.14   | Line Item Details            | To be derived by system if there is a LineltemDetails node  |
| 2.15   | CH Agreement Indicator       | InvoiceHeader/PaymentTerms/CHAgreementIndicator   |
| 2.16   | CH Due Date                  | InvoiceHeader/PaymentTerms/CHDueDate  |
| 3.01   | Billed Entity                | InvoiceHeader/BuyerOrganization/OrganizationName1 & OrganizationName2   |
| 3.02   | Entity Designator & Num Code | InvoiceHeader/BuyerOrganization/OrganizationDesignator + InvoiceHeader/BuyerOrganization/OrganizationID           |
| 3.03   | Location ID                  | InvoiceHeader/BuyerOrganization/LocationID  |
| 3.04   | Contact Person               | InvoiceHeader/BuyerOrganization/ContactName   |
| 3.05   | Street                       | InvoiceHeader/BuyerOrganization/Address/AddressLine1  |
| 3.06   |                              | InvoiceHeader/BuyerOrganization/Address/AddressLine2  |
| 3.07   |                              | InvoiceHeader/BuyerOrganization/Address/AddressLine3  |
| 3.08   | City                         | InvoiceHeader/BuyerOrganization/Address/CityName  |
| 3.09   | Prov/State/Region            | InvoiceHeader/BuyerOrganization/Address/SubDivisionName   |
| 3.10   | Zip/Postal code              | InvoiceHeader/BuyerOrganization/Address/PostalCode  |
| 3.11   | Country                      | InvoiceHeader/BuyerOrganization/Address/CountryName   |
| 3.12   | TAX/VAT Registration #       | InvoiceHeader/BuyerOrganization/TaxRegistrationID + + InvoiceHeader/BuyerOrganization/AdditionalTaxRegistrationID |
| 3.13   | Company Registration #       | InvoiceHeader/BuyerOrganization/CompanyRegistrationID   |
| 4.01   | Header Notes                 | InvoiceHeader/Notes @Type   |
| 4.02   | Invoice Data                 |   |
| 5.01   | Line #                       | Lineltem/LineltemNumber   |
| 5.02   | Date of Service              | Lineltem/EndDate & Lineltem/StartDate   |
| 5.03   | Original Line Item #         | Lineltem/OriginalLineltemNumber   |
| 5.04   | Charge Code                  | Lineltem/ChargeCode & Lineltem/ChargeCodeType   |
| 5.04a  | Product ID                   |   |
| 5.05   | Rej. Reason Code             | Lineltem/RejectionReasonCode  |
| 5.06   | Description                  | Lineltem/Description  |
| 5.07   | Quantity                     | Lineltem/Quantity   |
| 5.08   | Unit of Measure              | The value of the attribute in Lineltem/Quantity @UOMCode  |

| Ref No  | Invoice Field  | IS-XML  |
|---|--|---|
|   |  | XML field Name  |
| 5.09  | Unit Price <sup>1</sup>                                  | LinItem/UnitPrice @SF   |
| 5.10  | Base Amount <sup>1</sup>                                 | LinItem/ChargeAmount  |
| 5.11  | Additional Amount <sup>1</sup>                           | LinItem/TotalAddOnChargeAmount  |
| 5.12  | TAX <sup>1</sup>   | LinItem/TotalTaxAmount  |
| 5.13  | VAT <sup>1</sup>   | LinItem/TotalVATAmount  |
| 5.14  | Line Amount <sup>1</sup>                                 | LinItem/TotalNetAmount  |
| 6.01  | Line Item Subtotal - Base Amount <sup>1</sup>            | InvoiceSummary/TotalLinItemAmount   |
| 6.02  | Line Item Subtotal - Additional Amount <sup>1</sup>      | Summation of all TotalAddOnChargeAmount at Line Item Levels   |
| 6.03  | Line Item Subtotal - Tax <sup>1</sup>                    | Summation of all TotalTaxAmount at Line Item Levels   |
| 6.04  | Line Item Subtotal - VAT <sup>1</sup>                    | Summation of all TotalVATAmount at Line Item Levels   |
| 6.05a   | Invoice Header Subtotal – Additional Amount <sup>1</sup> |   |
| 6.05b   | Invoice Header Subtotal – Tax <sup>1</sup>               |   |
| 6.05c   | Invoice Header Subtotal – VAT <sup>1</sup>               |   |
| 6.05d   | Total Invoice Base Amount <sup>1</sup>                   |   |
| 6.06  | Total Invoice Additional Amount <sup>1</sup>             | InvoiceSummary/AddOnCharges/AddOnChargeAmount   |
| 6.07  | Total Invoice Tax Amount <sup>1</sup>                    | InvoiceSummary/Tax/TaxAmount when TaxType = Tax   |
| 6.08  | Total Invoice VAT Amount <sup>1</sup>                    | InvoiceSummary/Tax/TaxAmount when TaxType = VAT   |
| 6.09  | Total Due in Currency of Billing - Currency Code         | InvoiceHeader/PaymentTerms/CurrencyCode   |
| 6.10  | Total Due in Currency of Billing - Amount <sup>2</sup>   | InvoiceSummary/TotalAmount  |
| 6.11  | Total Due in Currency of Clearance - Currency Code       | InvoiceHeader/PaymentTerms/ClearanceCurrencyCode  |
| 6.12  | Total Due in Currency of Clearance - Amount <sup>2</sup> | InvoiceSummary/TotalAmountInClearanceCurrency   |
| VAT Breakdown This section will show the VAT grouped by 'TaxSubType', 'TaxCategory', 'TaxText' and 'TaxPercent' where TaxType = VAT |  |   |
| 7.01  | Label  | LinItemDetail/Tax/TaxSubType & LinItem/Tax/TaxCategory OR<br>LinItem/Tax/TaxSubType & LinItem/Tax/TaxCategory OR<br>InvoiceSummary/Tax/TaxSubType & InvoiceSummary/Tax/TaxCategory<br>when TaxType = VAT as per grouping stated |
| 7.02  | VAT Text   | LinItemDetail/Tax/TaxText OR LinItem/Tax/TaxText OR<br>InvoiceSummary/Tax/TaxText when TaxType = VAT as per grouping stated   |
| 7.03  | Base Amount <sup>1</sup>                                 | LinItemDetail/Tax/TaxableAmount OR LinItem/Tax/TaxableAmount OR<br>InvoiceSummary/Tax/TaxableAmount when TaxType = VAT as per grouping stated   |


| Ref No                      | Invoice Field                  | IS-XML  |
|-----------------------------|--------------------------------|---|
|                             |                                | XML field Name  |
| 7.04                        | VAT Rate                       | LinItemDetail/Tax/TaxPercent OR LinItem/Tax/TaxPercent OR InvoiceSummary/Tax/TaxPercent when TaxType = VAT as per grouping stated   |
| 7.05                        | VAT Amount <sup>1</sup>        | Summation of the VATAmount at all levels as per grouping stated →<br>LinItemDetail/Tax/TaxAmount + LinItem/Tax/TaxAmount + InvoiceSummary/Tax/TaxAmount when TaxType = VAT as per grouping stated   |
| Tax Breakdown               |                                |   |
| 8.01                        | Level                          | To be derived by system;  |
| 8.02                        | Label                          | LinItem/Tax/TaxSubType & LinItem/Tax/TaxCategory OR InvoiceSummary/Tax/TaxSubType & InvoiceSummary/Tax/TaxCategory when TaxType = Tax   |
| 8.03                        | Tax Text                       | LinItem/Tax/TaxText OR InvoiceSummary/Tax/TaxText when TaxType = Tax  |
| 8.04                        | Base Amount <sup>1</sup>       | LinItem/Tax/TaxableAmount OR InvoiceSummary/Tax/TaxableAmount when TaxType = Tax  |
| 8.05                        | Tax Rate                       | LinItem/Tax/TaxPercent OR InvoiceSummary/Tax/TaxPercent when TaxType = Tax  |
| 8.06                        | Tax Amount <sup>1</sup>        | LinItem/Tax/TaxAmount OR InvoiceSummary/Tax/TaxAmount when TaxType = Tax<br><br>If the breakdown amount refers to the Line Item Detail, it will be calculated as TotalTaxAmount less the 'TaxAmount' where TaxType = Tax applied on that line and the level will be stated as the Line # Details          |
| Additional Amount Breakdown |                                |   |
| 9.01                        | Level                          | To be derived by system;  |
| 9.02                        | Additional Amount Name         | LinItem/AddOnCharges/AddOnChargeName OR InvoiceSummary/AddOnCharges/AddOnChargeName   |
| 9.03                        | Chargeable Amount <sup>1</sup> | LinItem/AddOnCharges/AddOnChargeableAmount OR InvoiceSummary/AddOnCharges/AddOnChargeableAmount   |
| 9.04                        | Charge Rate                    | LinItem/AddOnCharges/AddOnChargePercentage OR InvoiceSummary/AddOnCharges/AddOnChargePercentage   |
| 9.05                        | Additional Amount <sup>1</sup> | LinItem/AddOnCharges/AddOnChargeAmount OR InvoiceSummary/AddOnCharges/AddOnChargeAmount<br><br>If the breakdown amount refers to the Line Item Detail, it will be calculated as TotalAddOnChargeAmount less the AddOnChargeAmount applied on that line and the level will be stated as the Line # Details |
| 10.01                       | Description                    | InvoiceHeader/PaymentTerms/Description  |
| 10.02                       | Due Date                       | InvoiceHeader/PaymentTerms/NetDueDate   |
| 10.03                       | Due Days                       | InvoiceHeader/PaymentTerms/NetDueDays   |
| 10.04                       | Terms                          | InvoiceHeader/PaymentTerms/PaymentTermsType   |
| 10.05                       | Bank Information               | InvoiceHeader/OtherOrganization/OrganizationName1 & OrganizationName2   |
| 10.06                       | Contact Person                 | InvoiceHeader/OtherOrganization/ContactName   |
| 10.07                       | Bank Code                      | InvoiceHeader/OtherOrganization/AccountDetails/BankCode   |
| 10.08                       | Branch Code                    | InvoiceHeader/OtherOrganization/AccountDetails/BranchCode   |

| Ref No | Invoice Field            | IS-XML   |
|--------|--------------------------|--|
|        |                          | XML field Name   |
| 10.09  | IBAN                     | InvoiceHeader/OtherOrganization/AccountDetails/IBAN          |
| 10.10  | SWIFT                    | InvoiceHeader/OtherOrganization/AccountDetails/SWIFT         |
| 10.11  | Bank Account No          | InvoiceHeader/OtherOrganization/AccountDetails/BankAccountNo |
| 10.12  | Bank Currency Code       | InvoiceHeader/OtherOrganization/AccountDetails/CurrencyCode  |
| 10.13  | Reference Invoice Number | InvoiceHeader/InvoiceNumber                                  |
| 11.01  | Legal Text Placeholder   | InvoiceSummary/LegalText                                     |

- (1) Decimal precision will be truncated as per the ISO requirements of the currency used  
(2) Decimal precision will be rounded as per the ISO requirements of the currency used.

**PS: The section 10.01 to 10.13 will be displayed only if the Settlement Method is 'Bilateral'. When the Settlement Method is 'ICH' or 'ACH', the following text will be displayed; 'DONOT PAY. SETTLEMENT THROUGH CLEARING HOUSE.'**

Miscellaneous Correspondence Invoice – PDF Sample

  
**Billing Member**

## Correspondence Invoice

**Digitally Signed**

|   |   |  |
|---|---|--|
| <b>Billing Entity Name</b><br>Billing Member Ltd.<br>Entity Designator & Num. Code<br>Location ID<br>Contact Person<br>Street<br>Address Line 1A<br>Address Line 2A<br>Address Line 3A<br>City<br>State/Region<br>Billing State<br>Zip/Postal Code<br>Country<br>Tax/VAT Registration #<br>Company Registration # | <b>Invoice #</b><br>MSC06G01<br><b>Date</b><br>2012-05-07<br><b>Month/Year</b><br>04<br><b>Tax Invoice Number</b><br>T00V00073332<br><b>Charge Category</b><br>Miscellaneous<br><b>Currency of Billing</b><br>USD<br><b>Currency of Clearance</b><br>GBP<br><b>Settlement Method</b><br>BILATERAL<br><b>PO Number</b><br>PO023311<br><b>Location Code</b><br>AMM<br><b>Transmitter Code</b><br>T01<br><b>Transmitter Name</b><br>Billing Member Ltd.<br><b>Rejection Invoice #</b><br>RGJINV<br><b>Correspondence Ref. #</b><br>20010000001<br><b>Attachments</b><br>Yes<br><b>Line Item Details</b><br>Yes<br><b>CH Agreement Indicator</b><br>SAA<br><b>CH Due Date</b><br>2012-05-31 | <b>Billed Entity Name</b><br>Billed Member Inc.<br>Entity Designator & Num. Code<br>Location ID<br>Contact Person<br>Street<br>Address Line 1B<br>Address Line 2B<br>Address Line 3B<br>City<br>State/Region<br>Billed State<br>Zip/Postal Code<br>Country<br>Tax/VAT Registration #<br>Company Registration # |
|---|---|--|

**Header Notes:** Transaction Notes 1 Remit - Notes 2 Claims - Notes 3


**Invoice Data:** Name 1 / Value 1 ; Name 2 / Value 2 ; Name 3 / Value 3

| Line # | Date of Service          | Charge Code                                    | Location Code | Product ID | Description                                      | Quantity | UCM | Unit Price    | Base Amount   | Additional Amount | Tax    | VAT    | Line Amount |
|--------|--------------------------|--|---------------|------------|--|----------|-----|---------------|---|-------------------|--------|--------|-------------|
| 1      | 2012-01-01 to 2012-05-31 | Adjustments - Distribution of Retained Credits | ABCD2         | PROD001    | Billing for the month of Jan 2012 to August 2012 | 1001     | EA  | 253.12 @ SF 2 | 131,894.06  | 297.50            | 230.00 | 337.50 | 132,949.06  |
|        |                          |  |               |            |  |          |     |               | Line Item Sub Total   | 131,894.06        | 297.50 | 230.00 | 337.50      |
|        |                          |  |               |            |  |          |     |               | Invoice Header Sub Total                                      | 50.00             | 50.00  | 50.00  |             |
|        |                          |  |               |            |  |          |     |               | Total Invoice Base Amount                                     |                   |        |        | 131,894.06  |
|        |                          |  |               |            |  |          |     |               | Total Invoice Additional Amount                               |                   |        |        | 347.50      |
|        |                          |  |               |            |  |          |     |               | Total Invoice Tax Amount                                      |                   |        |        | 280.00      |
|        |                          |  |               |            |  |          |     |               | Total Invoice VAT Amount                                      |                   |        |        | 377.50      |
|        |                          |  |               |            |  |          |     |               | Total due in currency of clearance or clearing                | USD               |        |        | 132,949.06  |
|        |                          |  |               |            |  |          |     |               | Total due in currency of clearance (if exchange rate 1.56000) | GBP               |        |        | 79,498.15   |

| VAT Breakdown | Label           | VAT Text        | Base Amount | VAT Rate | VAT Amount |
|---------------|-----------------|-----------------|-------------|----------|------------|
|               | VAT Higher      | Invoice VAT     | 500.00      | 10.00%   | 50.00      |
|               | State Out/Scope | Line Item VAT   | 500.00      | 15.00%   | 90.00      |
|               | State Out/Scope | Line Item VAT 1 | 850.00      | 15.00%   | 97.50      |
|               | VAT Standard    |                 | 700.00      | 20.00%   | 140.00     |

Legal Text of Invoice

Page 1 of 2

  
**Billing Member**

## Correspondence Invoice

**Digitally Signed**

|   |                              |   |
|---|------------------------------|---|
| <b>Billing Entity Name</b><br>Billing Member Ltd. | <b>Invoice #</b><br>MSC06G01 | <b>Billed Entity Name</b><br>Billed Member Inc. |
|---|------------------------------|---|

| Tax Breakdown | Level         | Label         | Tax Text      | Base Amount | Tax Rate | Tax Amount |
|---------------|---------------|---------------|---------------|-------------|----------|------------|
|               | Invoice       | TAX Higher    | Invoice TAX   | 500.00      | 10.00%   | 50.00      |
|               | Line 1        | TAX Out/Scope | Line Item TAX | 500.00      | 15.00%   | 90.00      |
|               | Line 1 Detail |               |               |             |          | 140.00     |

| Additional Amount Break Down | Level         | Additional Amount Name | Chargeable Amount | Charge Rate | Additional Amount |
|------------------------------|---------------|------------------------|-------------------|-------------|-------------------|
|                              | Invoice       | Add                    | 500.00            | 10.00%      | 50.00             |
|                              | Line 1        | Add                    | 500.00            | 10.00%      | 50.00             |
|                              | Line 1        | Add                    | 550.00            | 15.00%      | 97.50             |
|                              | Line 1 Detail |                        |                   |             | 140.00            |


| Payment Terms (section applicable for bilateral invoices only) |            |                 |                    |                          |           |             |  |
|--|------------|-----------------|--------------------|--------------------------|-----------|-------------|--|
| Description  | Due Date   | Terms           | Bank Information   | Contact Person           | Bank Code | Branch Code |  |
| Testing for Miscellaneous Original Invoice                     | 2012-05-02 | PTD101          | Safe Dollars Bank  | Mr. Bank Contact         | 00012331  | 3751        |  |
| IBAN   | SWIFT      | Bank Account No | Bank Currency Code | Reference Invoice Number |           |             |  |
| GB012122   | SWIFT02134 | 123456789       | USD                | MSC06G01                 |           |             |  |

| Payment Terms (section applicable for non-bilateral invoices only) |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
| DO NOT PAY, SETTLEMENT THROUGH CLEARING HOUSE                      |  |  |  |  |  |  |  |

Legal Text of Invoice

Page 2 of 2

Miscellaneous Correspondence Invoice - Field Mapping Reference Numbers



## Correspondence Invoice

Digitally Signed  
0.02

|   |  |  |
|---|--|--|
| <p>Billing Entity Name 1.01<br/>Entity Designator &amp; Num. Code 1.02<br/>Location ID 1.03<br/>Contact Person 1.04<br/>Street 1.05<br/>City 1.06<br/>State/Region 1.07<br/>Zip/Postal Code 1.08<br/>Country 1.09<br/>Tax/VAT Registration # 1.10<br/>Company Registration # 1.11</p> | <p>Invoice # 2.01<br/>Date 2.02<br/>Month/Year 2.03<br/>Period 2.04<br/>Tax Invoice Number 2.05<br/>Charge Category 2.06<br/>Currency of Billing 2.07<br/>Currency of Clearance 2.08<br/>Settlement Method 2.09<br/>PO Number 2.10<br/>Location Code 2.11<br/>Transmitter Code 2.12<br/>Transmitter Name 2.13<br/>Rejection Invoice # 2.14<br/>Correspondence Ref. # 2.15<br/>Attachments 2.16<br/>Line Item Details 2.17<br/>CH Agreement Indicator 2.18<br/>CH Due Date 2.19</p> | <p>Billed Entity Name 3.01<br/>Entity Designator &amp; Num. Code 3.02<br/>Location ID 3.03<br/>Contact Person 3.04<br/>Street 3.05<br/>City 3.06<br/>State/Region 3.07<br/>Zip/Postal Code 3.08<br/>Country 3.09<br/>Tax/VAT Registration # 3.10<br/>Company Registration # 3.11</p> |
|---|--|--|

Header Notes: 4.01


Invoice Date: 4.02

| Line # | Date of Service | Original Line # | Charge Code | Product ID | Description | Quantity | UOM  | Unit Price | Dew Amount  | Additional Amount | Tax   | VAT   | Line Amount |      |
|--------|-----------------|-----------------|-------------|------------|-------------|----------|------|------------|---|-------------------|-------|-------|-------------|------|
| 5.01   | 5.02            | 5.03            | 5.04        | 5.04a      | 5.05        | 5.06     | 5.07 | 5.08       | 5.09  | 5.10              | 5.11  | 5.12  | 5.13        |      |
|        |                 |                 |             |            |             |          |      |            | Line Item Sub Total   | 6.01              | 6.02  | 6.03  | 6.04        |      |
|        |                 |                 |             |            |             |          |      |            | Invoice Header Sub Total                                      | 6.05a             | 6.05b | 6.05c | 6.05d       |      |
|        |                 |                 |             |            |             |          |      |            | Total Invoice Dew Amount                                      |                   |       |       |             | 6.06 |
|        |                 |                 |             |            |             |          |      |            | Total Invoice Additional Amount                               |                   |       |       |             | 6.07 |
|        |                 |                 |             |            |             |          |      |            | Total Invoice Tax Amount                                      |                   |       |       |             | 6.08 |
|        |                 |                 |             |            |             |          |      |            | Total Invoice VAT Amount                                      |                   |       |       |             | 6.09 |
|        |                 |                 |             |            |             |          |      |            | Total Due in Currency of Billing                              |                   |       |       |             | 6.10 |
|        |                 |                 |             |            |             |          |      |            | Total Due in Currency of Clearance (if exchange rate 1.99999) |                   |       |       |             | 6.11 |
|        |                 |                 |             |            |             |          |      |            |   |                   |       |       |             | 6.12 |

| VAT Breakdown | Label | VAT Text | Dew Amount | VAT Rate | VAT Amount |
|---------------|-------|----------|------------|----------|------------|
|               | 7.01  | 7.02     | 7.03       | 7.04     | 7.05       |

Legal Text of Invoice 11.01

Page 1 of 2



## Correspondence Invoice

Digitally Signed  
0.02

|                                 |                                     |                                |
|---------------------------------|-------------------------------------|--------------------------------|
| <p>Billing Entity Name 1.01</p> | <p>Invoice # 2.01<br/>Date 2.02</p> | <p>Billed Entity Name 3.01</p> |
|---------------------------------|-------------------------------------|--------------------------------|

| Tax Breakdown | Level | Label | Tax Text | Dew Amount | Tax Rate | Tax Amount |
|---------------|-------|-------|----------|------------|----------|------------|
|               | 8.01  | 8.02  | 8.03     | 8.04       | 8.05     | 8.06       |

| Additional Amount Break Down | Level | Additional Amount Name | Chargeable Amount | Charge Rate | Additional Amount |
|------------------------------|-------|------------------------|-------------------|-------------|-------------------|
|                              | 9.01  | 9.02                   | 9.03              | 9.04        | 9.05              |

| Payment Terms (section applicable for bilateral invoices only) |          |       |                  |                    |           |                          |
|--|----------|-------|------------------|--------------------|-----------|--------------------------|
| Description  | Due Date | Terms | Bank Information | Contact Person     | Bank Code | Branch Code              |
| 10.01  | 10.02    | 10.03 | 10.04            | 10.05              | 10.06     | 10.07                    |
| IBAN   | SWIFT    |       | Bank Account No  | Bank Currency Code |           | Reference Invoice Number |
| 10.08  | 10.09    |       | 10.10            | 10.11              |           | 10.12                    |

| Payment Terms (section applicable for non-bilateral invoices only) |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
| DO NOT PAY: SETTLEMENT THROUGH CLEARING HOUSE                      |  |  |  |  |  |  |

Legal Text of Invoice 11.01

Page 2 of 2

\* when scaling factor is greater than 1 it will be shown on the PDF invoice as follows:

| Quantity | UOM | Unit Price        |
|----------|-----|-------------------|
| 1001     | EA  | 263.125<br>@ SF 2 |

Invoice PDF to IS-XML Field Mapping

| Ref No | Invoice Field                        | IS-XML  |
|--------|--------------------------------------|---|
|        |                                      | XML field Name  |
| 0.01   | Miscellaneous Correspondence Invoice | InvoiceHeader/InvoiceType = Invoice & InvoiceHeader/ISDetails/CorrespondenceFlag = Y  |
| 0.02   | Digitally Signed                     | Derived by SIS System based the InvoiceHeader/ISDetails/DigitalSignatureFlag field and/or based on the SIS Member profile setup |
| 1.01   | Billing Entity                       | InvoiceHeader/SellerOrganization/OrganizationName1 & OrganizationName2  |
| 1.02   | Entity Designator & Num Code         | InvoiceHeader/SellerOrganization/OrganizationDesignator + InvoiceHeader/SellerOrganization/OrganizationID                       |
| 1.03   | Location ID                          | InvoiceHeader/SellerOrganization/LocationID   |
| 1.04   | Contact Person                       | InvoiceHeader/SellerOrganization/ContactName  |
| 1.05   | Street                               | InvoiceHeader/SellerOrganization/Address/AddressLine1   |
| 1.06   |                                      | InvoiceHeader/SellerOrganization/Address/AddressLine2   |
| 1.07   |                                      | InvoiceHeader/SellerOrganization/Address/AddressLine3   |
| 1.08   | City                                 | InvoiceHeader/SellerOrganization/Address/CityName   |
| 1.09   | Prov/State/Region                    | InvoiceHeader/SellerOrganization/Address/SubDivisionName  |
| 1.10   | Zip/Postal code                      | InvoiceHeader/SellerOrganization/Address/PostalCode   |
| 1.11   | Country                              | InvoiceHeader/SellerOrganization/Address/CountryName  |
| 1.12   | TAX/VAT Registration #               | InvoiceHeader/SellerOrganization/TaxRegistrationID + InvoiceHeader/SellerOrganization/AdditionalTaxRegistrationID               |
| 1.13   | Company Registration #               | InvoiceHeader/SellerOrganization/CompanyRegistrationID  |
| 2.01   | Invoice #                            | InvoiceHeader/InvoiceNumber   |
| 2.02   | Date                                 | InvoiceHeader/InvoiceDate   |
| 2.03   | Month/Year                           | InvoiceHeader/SettlementMonthPeriod (Month and Year)  |
| 2.04   | Period                               | InvoiceHeader/SettlementMonthPeriod (Period No)   |
| 2.05   | Tax Invoice Number                   | InvoiceHeader/TaxInvoiceNumber  |
| 2.06   | Charge Category                      | InvoiceHeader/ChargeCategory  |
| 2.07   | Currency of Billing                  | InvoiceHeader/PaymentTerms/CurrencyCode   |
| 2.08   | Currency of Clearance                | InvoiceHeader/PaymentTerms/ClearanceCurrencyCode  |
| 2.09   | Settlement Method                    | InvoiceHeader/PaymentTerms/SettlementMethod   |
| 2.10   | PO Number                            | InvoiceHeader/PONumber  |
| 2.11   | Location Code                        | InvoiceHeader/LocationCode  |
| 2.12   | Transmitter Code                     | TransmissionHeader/IssuingOrganizationID; The Designator Code will be derived by the system                                     |

| Ref No | Invoice Field                | IS-XML  |
|--------|------------------------------|---|
|        |                              | XML field Name  |
| 2.13   | Transmitter Name             | Derived by SIS System based on 2.11   |
| 2.14   | Rejection Invoice #          | InvoiceHeader/ISDetails/CorrespondenceDetails/InvoiceNumber   |
| 2.15   | Correspondence Ref #         | InvoiceHeader/ISDetails/CorrespondenceDetails/CorrespondenceRefNumber   |
| 2.16   | Attachments                  | InvoiceHeader/Attachment/AttachmentIndicatorOriginal  |
| 2.17   | Line Item Details            | To be derived by system if there is a LineltemDetails node  |
| 2.18   | CH Agreement Indicator       | InvoiceHeader/PaymentTerms/CHAgreementIndicator   |
| 2.19   | CH Due Date                  | InvoiceHeader/PaymentTerms/CHDueDate  |
| 3.01   | Billed Entity                | InvoiceHeader/BuyerOrganization/OrganizationName1 & OrganizationName2   |
| 3.02   | Entity Designator & Num Code | InvoiceHeader/BuyerOrganization/OrganizationDesignator + InvoiceHeader/BuyerOrganization/OrganizationID           |
| 3.03   | Location ID                  | InvoiceHeader/BuyerOrganization/LocationID  |
| 3.04   | Contact Person               | InvoiceHeader/BuyerOrganization/ContactName   |
| 3.05   | Street                       | InvoiceHeader/BuyerOrganization/Address/AddressLine1  |
| 3.06   |                              | InvoiceHeader/BuyerOrganization/Address/AddressLine2  |
| 3.07   |                              | InvoiceHeader/BuyerOrganization/Address/AddressLine3  |
| 3.08   | City                         | InvoiceHeader/BuyerOrganization/Address/CityName  |
| 3.09   | Prov/State/Region            | InvoiceHeader/BuyerOrganization/Address/SubDivisionName   |
| 3.10   | Zip/Postal code              | InvoiceHeader/BuyerOrganization/Address/PostalCode  |
| 3.11   | Country                      | InvoiceHeader/BuyerOrganization/Address/CountryName   |
| 3.12   | TAX/VAT Registration #       | InvoiceHeader/BuyerOrganization/TaxRegistrationID + + InvoiceHeader/BuyerOrganization/AdditionalTaxRegistrationID |
| 3.13   | Company Registration #       | InvoiceHeader/BuyerOrganization/CompanyRegistrationID   |
| 4.01   | Header Notes                 | InvoiceHeader/Notes @Type   |
| 4.02   | Invoice Data                 |   |
| 5.01   | Line #                       | Lineltem/LineltemNumber   |
| 5.02   | Date of Service              | Lineltem/EndDate & Lineltem/StartDate   |
| 5.03   | Original Line Item #         | Lineltem/OriginalLineltemNumber   |
| 5.04   | Charge Code                  | Lineltem/ChargeCode & Lineltem/ChargeCodeType   |
| 5.04a  | Product ID                   |   |


| Ref No  | Invoice Field  | IS-XML   |
|---|--|--|
|   |  | XML field Name   |
| 5.05  | Description  | LinItem/Description  |
| 5.06  | Quantity   | LinItem/Quantity   |
| 5.07  | Unit of Measure  | The value of the attribute in LinItem/Quantity @UOMCode  |
| 5.08  | Unit Price <sup>1</sup>                                  | LinItem/UnitPrice @SF  |
| 5.09  | Base Amount <sup>1</sup>                                 | LinItem/ChargeAmount   |
| 5.10  | Additional Amount <sup>1</sup>                           | LinItem/TotalAddOnChargeAmount   |
| 5.11  | TAX <sup>1</sup>   | LinItem/TotalTaxAmount   |
| 5.12  | VAT <sup>1</sup>   | LinItem/TotalVATAmount   |
| 5.13  | Line Amount <sup>1</sup>                                 | LinItem/TotalNetAmount   |
| 6.01  | Line Item Subtotal - Base Amount <sup>1</sup>            | InvoiceSummary/TotalLinItemAmount  |
| 6.02  | Line Item Subtotal - Additional Amount <sup>1</sup>      | Summation of all TotalAddOnChargeAmount at Line Item Levels  |
| 6.03  | Line Item Subtotal - Tax <sup>1</sup>                    | Summation of all TotalTaxAmount at Line Item Levels  |
| 6.04  | Line Item Subtotal - VAT <sup>1</sup>                    | Summation of all TotalVATAmount at Line Item Levels  |
| 6.05a   | Invoice Header Subtotal – Additional Amount <sup>1</sup> |  |
| 6.05b   | Invoice Header Subtotal – Tax <sup>1</sup>               |  |
| 6.05c   | Invoice Header Subtotal – VAT <sup>1</sup>               |  |
| 6.05d   | Total Invoice Base Amount <sup>1</sup>                   |  |
| 6.06  | Total Invoice Additional Amount <sup>1</sup>             | InvoiceSummary/AddOnCharges/AddOnChargeAmount  |
| 6.07  | Total Invoice Tax Amount <sup>1</sup>                    | InvoiceSummary/Tax/TaxAmount when TaxType = Tax  |
| 6.08  | Total Invoice VAT Amount <sup>1</sup>                    | InvoiceSummary/Tax/TaxAmount when TaxType = VAT  |
| 6.09  | Total Due in Currency of Billing - Currency Code         | InvoiceHeader/PaymentTerms/CurrencyCode  |
| 6.10  | Total Due in Currency of Billing - Amount <sup>2</sup>   | InvoiceSummary/TotalAmount   |
| 6.11  | Total Due in Currency of Clearance - Currency Code       | InvoiceHeader/PaymentTerms/ClearanceCurrencyCode   |
| 6.12  | Total Due in Currency of Clearance - Amount <sup>2</sup> | InvoiceSummary/TotalAmountInClearanceCurrency  |
| VAT Breakdown This section will show the VAT grouped by 'TaxSubType', 'TaxCategory', 'TaxText' and 'TaxPercent' where TaxType = VAT |  |  |
| 7.01  | Label  | LinItemDetail/Tax/TaxSubType & LinItem/Tax/TaxCategory OR<br>LinItem/Tax/TaxSubType & LinItem/Tax/TaxCategory OR |

| Ref No                      | Invoice Field                  | IS-XML  |
|-----------------------------|--------------------------------|---|
|                             |                                | XML field Name  |
|                             |                                | InvoiceSummary/Tax/TaxSubType & InvoiceSummary/Tax/TaxCategory when TaxType = VAT as per grouping stated  |
| 7.02                        | VAT Text                       | LinItemDetail/Tax/TaxText OR LinItem/Tax/TaxText OR InvoiceSummary/Tax/TaxText when TaxType = VAT as per grouping stated  |
| 7.03                        | Base Amount <sup>1</sup>       | LinItemDetail/Tax/TaxableAmount OR LinItem/Tax/TaxableAmount OR InvoiceSummary/Tax/TaxableAmount when TaxType = VAT as per grouping stated  |
| 7.04                        | VAT Rate                       | LinItemDetail/Tax/TaxPercent OR LinItem/Tax/TaxPercent OR InvoiceSummary/Tax/TaxPercent when TaxType = VAT as per grouping stated   |
| 7.05                        | VAT Amount <sup>1</sup>        | Summation of the VATAmount at all levels as per grouping stated →<br>LinItemDetail/Tax/TaxAmount + LinItem/Tax/TaxAmount + InvoiceSummary/Tax/TaxAmount when TaxType = VAT as per grouping stated   |
| Tax Breakdown               |                                |   |
| 8.01                        | Level                          | To be derived by system;  |
| 8.02                        | Label                          | LinItem/Tax/TaxSubType & LinItem/Tax/TaxCategory OR InvoiceSummary/Tax/TaxSubType & InvoiceSummary/Tax/TaxCategory when TaxType = Tax   |
| 8.03                        | Tax Text                       | LinItem/Tax/TaxText OR InvoiceSummary/Tax/TaxText when TaxType = Tax  |
| 8.04                        | Base Amount <sup>1</sup>       | LinItem/Tax/TaxableAmount OR InvoiceSummary/Tax/TaxableAmount when TaxType = Tax  |
| 8.05                        | Tax Rate                       | LinItem/Tax/TaxPercent OR InvoiceSummary/Tax/TaxPercent when TaxType = Tax  |
| 8.06                        | Tax Amount <sup>1</sup>        | LinItem/Tax/TaxAmount OR InvoiceSummary/Tax/TaxAmount when TaxType = Tax<br><br>If the breakdown amount refers to the Line Item Detail, it will be calculated as TotalTaxAmount less the 'TaxAmount' where TaxType = Tax applied on that line and the level will be stated as the Line # Details          |
| Additional Amount Breakdown |                                |   |
| 9.01                        | Level                          | To be derived by system;  |
| 9.02                        | Additional Amount Name         | LinItem/AddOnCharges/AddOnChargeName OR InvoiceSummary/AddOnCharges/AddOnChargeName   |
| 9.03                        | Chargeable Amount <sup>1</sup> | LinItem/AddOnCharges/AddOnChargeableAmount OR InvoiceSummary/AddOnCharges/AddOnChargeableAmount   |
| 9.04                        | Charge Rate                    | LinItem/AddOnCharges/AddOnChargePercentage OR InvoiceSummary/AddOnCharges/AddOnChargePercentage   |
| 9.05                        | Additional Amount <sup>1</sup> | LinItem/AddOnCharges/AddOnChargeAmount OR InvoiceSummary/AddOnCharges/AddOnChargeAmount<br><br>If the breakdown amount refers to the Line Item Detail, it will be calculated as TotalAddOnChargeAmount less the AddOnChargeAmount applied on that line and the level will be stated as the Line # Details |
| 10.01                       | Description                    | InvoiceHeader/PaymentTerms/Description  |
| 10.02                       | Due Date                       | InvoiceHeader/PaymentTerms/NetDueDate   |
| 10.03                       | Due Days                       | InvoiceHeader/PaymentTerms/NetDueDays   |
| 10.04                       | Terms                          | InvoiceHeader/PaymentTerms/PaymentTermsType   |

| Ref No | Invoice Field            | IS-XML  |
|--------|--------------------------|---|
|        |                          | XML field Name  |
| 10.05  | Bank Information         | InvoiceHeader/OtherOrganization/OrganizationName1 & OrganizationName2 |
| 10.06  | Contact Person           | InvoiceHeader/OtherOrganization/ContactName                           |
| 10.07  | Bank Code                | InvoiceHeader/OtherOrganization/AccountDetails/BankCode               |
| 10.08  | Branch Code              | InvoiceHeader/OtherOrganization/AccountDetails/BranchCode             |
| 10.09  | IBAN                     | InvoiceHeader/OtherOrganization/AccountDetails/IBAN                   |
| 10.10  | SWIFT                    | InvoiceHeader/OtherOrganization/AccountDetails/SWIFT                  |
| 10.11  | Bank Account No          | InvoiceHeader/OtherOrganization/AccountDetails/BankAccountNo          |
| 10.12  | Bank Currency Code       | InvoiceHeader/OtherOrganization/AccountDetails/CurrencyCode           |
| 10.13  | Reference Invoice Number | InvoiceHeader/InvoiceNumber   |
| 11.01  | Legal Text Placeholder   | InvoiceSummary/LegalText  |

- (1) Decimal precision will be truncated as per the ISO requirements of the currency used  
(2) Decimal precision will be rounded as per the ISO requirements of the currency used.

# Miscellaneous Tax Invoice PDF Sample Layout



## Tax Invoice

Digitally Signed

|  |  |  |
|--|--|--|
| <b>Billing Entity Name</b> Billing Member Ltd.<br><b>Entity Designator &amp; Num. Code</b> XB-T01<br><b>Location ID</b> Main<br><b>Contact Person</b> Mr. T01 Contact<br><b>Street</b> Address Line 1A<br>Address Line 2A<br>Address Line 3A<br><b>City</b> Billing City<br><b>State/Region</b> Billing State<br><b>Zip/Postal Code</b> 100000<br><b>Country</b> Billing Country<br><b>Tax/VAT Registration #</b> STAB000000<br><b>Company Registration #</b> 9573462347HD | <b>Invoice #</b> MSC000001<br><b>Date</b> 2012-05-07<br><b>Month/Year</b> Jul 12<br><b>Period</b> 04<br><b>Tax Invoice Number</b> T01/00073820<br><b>Charge Category</b> Miscellaneous<br><b>Currency of Billing</b> USD<br><b>Currency of Clearance</b> GBP<br><b>Settlement Method</b> BILATERAL<br><b>PO Number</b> PO000001<br><b>Location Code</b> A000<br><b>Transmitter Code</b> T01<br><b>Transmitter Name</b> Billing Member Ltd.<br><b>Attachments</b> Yes<br><b>Line Item Details</b> Yes<br><b>SA Agreement Indicator</b> SAA<br><b>CH Due Date</b> 2012-05-31 | <b>Billed Entity Name</b> Billed Member Inc.<br><b>Entity Designator &amp; Num. Code</b> XB-T02<br><b>Location ID</b> Main<br><b>Contact Person</b> Mr. T02 Contact<br><b>Street</b> Address Line 1B<br>Address Line 2B<br><b>City</b> Billed City<br><b>State/Region</b> Billed State<br><b>Zip/Postal Code</b> 875000<br><b>Country</b> Billed Country<br><b>Tax/VAT Registration #</b> 692335077885<br><b>Company Registration #</b> KUAS000000 |
|--|--|--|

**Header Notes:** Transaction: Notes 1 Remit - Notes 2 Claims- Notes 3


**Invoice Data:** Name 1 / Value 1 ; Name 2 / Value 2 ; Name 3 / Value 3

| Line # | Date of Service          | Charge Code                                    | Location Code | Product ID | Description                                      | Quantity | UOM | Unit Price    | Base Amount  | Additional Amount | Tax    | VAT    | Line Amount |
|--------|--------------------------|--|---------------|------------|--|----------|-----|---------------|--|-------------------|--------|--------|-------------|
| 1      | 2012-01-01 to 2012-05-31 | Adjustments - Distribution of Retained Credits | AB000         | PROD001    | Billing for the month of Jan 2012 to August 2012 | 1001     | EA  | 283.12 @ SF 2 | 121,694.06   | 297.50            | 230.00 | 327.50 | 132,549.06  |
|        |                          |  |               |            |  |          |     |               | Line Item Sub Total  | 121,694.06        | 297.50 | 230.00 | 327.50      |
|        |                          |  |               |            |  |          |     |               | Invoice Header Sub Total                                       | 30.00             |        |        | 30.00       |
|        |                          |  |               |            |  |          |     |               | Total Invoice Base Amount                                      |                   |        |        | 131,694.06  |
|        |                          |  |               |            |  |          |     |               | Total Invoice Additional Amount                                |                   |        |        | 347.50      |
|        |                          |  |               |            |  |          |     |               | Total Invoice Tax Amount                                       |                   |        |        | 280.00      |
|        |                          |  |               |            |  |          |     |               | Total Invoice VAT Amount                                       |                   |        |        | 277.50      |
|        |                          |  |               |            |  |          |     |               | Total Invoice in Currency of Clearance                         |                   |        |        | 132,699.06  |
|        |                          |  |               |            |  |          |     |               | Total Invoice in Currency of Clearance @ Exchange Rate 1.88689 |                   |        |        | 79,896.35   |

| VAT Breakdown | Label          | VAT Text        | Base Amount | VAT Rate | VAT Amount |
|---------------|----------------|-----------------|-------------|----------|------------|
|               | VAT Higher     | Invoice VAT     | 500.00      | 10.00%   | 50.00      |
|               | State OutScope | Line Item VAT   | 500.00      | 15.00%   | 75.00      |
|               | N/A Standard   | Line Item VAT 1 | 700.00      | 20.00%   | 140.00     |

**Legal Text of Invoice**

Page 1 of 2



## Tax Invoice

Digitally Signed

|  |                            |  |
|--|----------------------------|--|
| <b>Billing Entity Name</b> Billing Member Ltd. | <b>Invoice #</b> MSC000001 | <b>Billed Entity Name</b> Billed Member Inc. |
|--|----------------------------|--|

| Tax Breakdown | Level         | Label        | Tax Text      | Base Amount | Tax Rate | Tax Amount |
|---------------|---------------|--------------|---------------|-------------|----------|------------|
|               | Invoice       | T01 Higher   | Invoice TAX   | 500.00      | 10.00%   | 50.00      |
|               | Line 1        | T01 OutScope | Line Item TAX | 500.00      | 15.00%   | 75.00      |
|               | Line 1 Detail |              |               |             |          | 140.00     |

| Additional Amount Break Down | Level         | Additional Amount Name | Chargeable Amount | Charge Rate | Additional Amount |
|------------------------------|---------------|------------------------|-------------------|-------------|-------------------|
|                              | Invoice       | Add                    | 500.00            | 10.00%      | 50.00             |
|                              | Line 1        | Add                    | 500.00            | 10.00%      | 50.00             |
|                              | Line 1        | Add                    | 650.00            | 15.00%      | 97.50             |
|                              | Line 1 Detail |                        |                   |             | 140.00            |

| Payment Terms (section applicable for bilateral invoice only) |            |                 |                    |                          |           |             |
|---|------------|-----------------|--------------------|--------------------------|-----------|-------------|
| Description   | Due Date   | Terms           | Bank Information   | Contact Person           | Bank Code | Branch Code |
| Testing for Miscellaneous Original Invoice                    | 2012-05-02 | PT0101          | Safe Dollars Bank  | Mr. Bank Contact         | 00012321  | 2751        |
| IBAN  | SWIFT      | Bank Account No | Bank Currency Code | Reference Invoice Number |           |             |
| IB0012122   | SWIFT02124 | 123456789       | USD                | MSC000001                |           |             |

| Payment Terms (section applicable for non-bilateral invoice only) |  |  |  |  |  |  |
|---|--|--|--|--|--|--|
| DO NOT PAY: SETTLEMENT THROUGH CLEARING HOUSE                     |  |  |  |  |  |  |

**Legal Text of Invoice**

Page 2 of 2

Miscellaneous Tax Invoice - Field Mapping Reference Numbers

| Logo<br>Billing Member  |                                    | Tax Invoice 0.01       |                             | Digitally Signed<br>0.02    |                       |
|---|------------------------------------|------------------------|-----------------------------|-----------------------------|-----------------------|
| Billing Entity Name 0.01  | Entity Designator & Num. Code 0.02 | Location ID 0.03       | Contact Person 0.04         | Street 0.05                 | City 0.06             |
| State/Region 0.09   | Zip/Postal Code 0.10               | Country 0.11           | Tax/VAT Registration # 0.12 | Company Registration # 0.13 |                       |
| Invoice # 2.01  | Date 2.02                          | Month/Year 2.03        | Period 2.04                 | Tax Invoice Number 2.05     | Charge Category 2.06  |
| Currency of Billing 2.07  | Currency of Clearance 2.08         | Settlement Method 2.09 | PO Number 2.10              | Location Code 2.11          | Transmitter Code 2.12 |
| Transmitter Name 2.13   | Attachments 2.14                   | Line Item Details 2.15 | Ch Agreement Indicator 2.16 | Ch Due Date 2.17            |                       |
| Header Notes 4.01   |                                    |                        |                             |                             |                       |
| Invoice Date: 4.02  |                                    |                        |                             |                             |                       |
| Line #  | Line of Service                    | Charge Code            | Location Code               | Product ID                  | Description           |
| 0.01  | 0.02                               | 0.03                   | 0.04                        | 0.04a                       | 0.05                  |
| Quantity  | UOM                                | Unit Price             | Base Amount                 | Additional Amount           | Tax                   |
| 0.06  | 0.07                               | 0.08                   | 0.09                        | 0.10                        | 0.11                  |
| Line Item Sub Total   | 0.01                               | 0.02                   | 0.03                        | 0.04                        | 0.05                  |
| Invoice Header Sub Total  | 0.06                               | 0.07                   | 0.08                        | 0.09                        | 0.10                  |
| Total Invoice Base Amount                                       | 0.01                               | 0.02                   | 0.03                        | 0.04                        | 0.05                  |
| Total Invoice Additional Amount                                 | 0.06                               | 0.07                   | 0.08                        | 0.09                        | 0.10                  |
| Total Invoice Tax Amount  | 0.01                               | 0.02                   | 0.03                        | 0.04                        | 0.05                  |
| Total Invoice VAT Amount  | 0.06                               | 0.07                   | 0.08                        | 0.09                        | 0.10                  |
| Total Due in Currency of Billing                                | 0.01                               | 0.02                   | 0.03                        | 0.04                        | 0.05                  |
| Total Due in Currency of Clearance (if clearance rate is shown) | 0.06                               | 0.07                   | 0.08                        | 0.09                        | 0.10                  |
| VAT Breakdown   | Label                              | VAT Text               | Base Amount                 | VAT Rate                    | VAT Amount            |
| 0.01  | 0.02                               | 0.03                   | 0.04                        | 0.05                        | 0.06                  |
| Legal Text of Invoice: 11.01                                    |                                    |                        |                             |                             |                       |
| Page 1 of 2   |                                    |                        |                             |                             |                       |

| Logo<br>Billing Member   |                | Tax Invoice 0.01        |                    | Digitally Signed<br>0.02 |                   |
|--|----------------|-------------------------|--------------------|--------------------------|-------------------|
| Billing Entity Name 0.01   | Invoice # 2.01 | Billed Entity Name 3.01 |                    |                          |                   |
| Tax Breakdown  | Level          | Label                   | Tax Text           | Base Amount              | Tax Rate          |
| 0.01   | 0.02           | 0.03                    | 0.04               | 0.05                     | 0.06              |
| Additional Amount Break Down                                       | Level          | Additional Amount Name  | Chargeable Amount  | Charge Rate              | Additional Amount |
| 0.01   | 0.02           | 0.03                    | 0.04               | 0.05                     | 0.06              |
| Payment Terms (section applicable for bilateral invoices only)     |                |                         |                    |                          |                   |
| Description  | Due Date       | Terms                   | Bank Information   | Contact Person           | Bank Code         |
| 10.01  | 10.02          | 10.03                   | 10.04              | 10.05                    | 10.06             |
| IBAN   | SWIFT          | Bank Account No         | Bank Currency Code | Reference Invoice Number |                   |
| 10.08  | 10.09          | 10.10                   | 10.11              | 10.12                    |                   |
| Payment Terms (section applicable for non-bilateral invoices only) |                |                         |                    |                          |                   |
| DO NOT PAY: SETTLEMENT THROUGH CLEARING HOUSE                      |                |                         |                    |                          |                   |
| Legal Text of Invoice: 11.01                                       |                |                         |                    |                          |                   |
| Page 2 of 2  |                |                         |                    |                          |                   |

\* when scaling factor is greater than 1 it will be shown on the PDF invoice as follows:

| Quantity | UOM | Unit Price        |
|----------|-----|-------------------|
| 1001     | EA  | 263.125<br>@ SF 2 |

**Invoice to PDF Field Mapping**

| Ref No | Invoice Field                | IS-XML  |
|--------|------------------------------|---|
|        |                              | XML field Name  |
| 0.01   | Miscellaneous Invoice        | InvoiceHeader/InvoiceType = Invoice   |
| 0.02   | Digitally Signed             | Derived by SIS System based the InvoiceHeader/ISDetails/DigitalSignatureFlag field and/or based on the SIS Member profile setup   |
| 1.01   | Billing Entity               | InvoiceHeader/SellerOrganization/OrganizationName1 & OrganizationName2  |
| 1.02   | Entity Designator & Num Code | InvoiceHeader/SellerOrganization/OrganizationDesignator + InvoiceHeader/SellerOrganization/OrganizationID   |
| 1.03   | Location ID                  | InvoiceHeader/SellerOrganization/LocationID   |
| 1.04   | Contact Person               | InvoiceHeader/SellerOrganization/ContactName  |
| 1.05   | Street                       | InvoiceHeader/SellerOrganization/Address/AddressLine1   |
| 1.06   |                              | InvoiceHeader/SellerOrganization/Address/AddressLine2   |
| 1.07   |                              | InvoiceHeader/SellerOrganization/Address/AddressLine3   |
| 1.08   | City                         | InvoiceHeader/SellerOrganization/Address/CityName   |
| 1.09   | Prov/State/Region            | InvoiceHeader/SellerOrganization/Address/SubDivisionName  |
| 1.10   | Zip/Postal code              | InvoiceHeader/SellerOrganization/Address/PostalCode   |
| 1.11   | Country                      | InvoiceHeader/SellerOrganization/Address/CountryName  |
| 1.12   | TAX/VAT Registration #       | InvoiceHeader/SellerOrganization/TaxRegistrationID + InvoiceHeader/SellerOrganization/AdditionalTaxRegistrationID   |
| 1.13   | Company Registration #       | InvoiceHeader/SellerOrganization/CompanyRegistrationID  |
| 2.01   | Invoice #                    | InvoiceHeader/InvoiceNumber   |
| 2.02   | Date                         | InvoiceHeader/InvoiceDate   |
| 2.03   | Month/Year                   | InvoiceHeader/SettlementMonthPeriod (Month and Year)  |
| 2.04   | Period                       | InvoiceHeader/SettlementMonthPeriod (Period No)   |
| 2.05   | Charge Category              | InvoiceHeader/ChargeCategory  |
| 2.06   | Currency of Billing          | InvoiceHeader/PaymentTerms/CurrencyCode   |
| 2.07   | Currency of Clearance        | InvoiceHeader/PaymentTerms/ClearanceCurrencyCode  |
| 2.08   | Settlement Method            | InvoiceHeader/PaymentTerms/SettlementMethod   |
| 2.09   | PO Number                    | InvoiceHeader/PONumber  |
| 2.10   | Location Code                | InvoiceHeader/LocationCode  |
| 2.11   | Transmitter Code             | The Transmitter's designator & numeric code will be concatenated and shown here.<br>TransmissionHeader/IssuingOrganizationID; The Designator Code will be derived by the system |

| Ref No | Invoice Field                | IS-XML   |
|--------|------------------------------|--|
|        |                              | XML field Name   |
| 2.12   | Transmitter Name             | To be derived by system;   |
| 2.13   | Attachments                  | InvoiceHeader/Attachment/AttachmentIndicatorOriginal   |
| 2.14   | Line Item Details            | To be derived by system if there is a LineltemDetails node   |
| 2.15   | CH Agreement Indicator       | InvoiceHeader/PaymentTerms/CHAgreementIndicator  |
| 2.16   | CH Due Date                  | InvoiceHeader/PaymentTerms/CHDueDate   |
| 3.01   | Billed Entity                | InvoiceHeader/BuyerOrganization/OrganizationName1 & OrganizationName2  |
| 3.02   | Entity Designator & Num Code | InvoiceHeader/BuyerOrganization/OrganizationDesignator +<br>InvoiceHeader/BuyerOrganization/OrganizationID         |
| 3.03   | Location ID                  | InvoiceHeader/BuyerOrganization/LocationID   |
| 3.04   | Contact Person               | InvoiceHeader/BuyerOrganization/ContactName  |
| 3.05   | Street                       | InvoiceHeader/BuyerOrganization/Address/AddressLine1   |
| 3.06   |                              | InvoiceHeader/BuyerOrganization/Address/AddressLine2   |
| 3.07   |                              | InvoiceHeader/BuyerOrganization/Address/AddressLine3   |
| 3.08   | City                         | InvoiceHeader/BuyerOrganization/Address/CityName   |
| 3.09   | Prov/State/Region            | InvoiceHeader/BuyerOrganization/Address/SubDivisionName  |
| 3.10   | Zip/Postal code              | InvoiceHeader/BuyerOrganization/Address/PostalCode   |
| 3.11   | Country                      | InvoiceHeader/BuyerOrganization/Address/CountryName  |
| 3.12   | TAX/VAT Registration #       | InvoiceHeader/BuyerOrganization/TaxRegistrationID +<br>InvoiceHeader/BuyerOrganization/AdditionalTaxRegistrationID |
| 3.13   | Company Registration #       | InvoiceHeader/BuyerOrganization/CompanyRegistrationID  |
| 4.01   | Header Notes                 | InvoiceHeader/Notes @Type  |
| 4.02   | Invoice Data                 |  |
| 5.01   | Line #                       | Lineltem/LineltemNumber  |
| 5.02   | Date of Service              | Lineltem/StartDate & Lineltem/EndDate  |
| 5.03   | Charge Code                  | Lineltem/ChargeCode & Lineltem/ChargeCodeType  |
| 5.04   | Location Code                | Lineltem/LocationCode  |
| 5.04a  | Product ID                   | Lineltem/ProductID   |
| 5.05   | Description                  | Lineltem/Description   |
| 5.06   | Quantity                     | Lineltem/Quantity  |
| 5.07   | Unit of Measure              | The value of the attribute in Lineltem/Quantity @UOMCode   |


| Ref No  | Invoice Field  | IS-XML  |
|---|--|---|
|   |  | XML field Name  |
| 5.08  | Unit Price <sup>1</sup>                                  | LinItem/UnitPrice @SF   |
| 5.09  | Base Amount <sup>1</sup>                                 | LinItem/ChargeAmount  |
| 5.10  | Additional Amount <sup>1</sup>                           | LinItem/TotalAddOnChargeAmount  |
| 5.11  | TAX <sup>1</sup>   | LinItem/TotalTaxAmount  |
| 5.12  | VAT <sup>1</sup>   | LinItem/TotalVATAmount  |
| 5.13  | Line Amount <sup>1</sup>                                 | LinItem/TotalNetAmount  |
| 6.01  | Line Item Subtotal - Base Amount <sup>1</sup>            | InvoiceSummary/TotalLinItemAmount   |
| 6.02  | Line Item Subtotal - Additional Amount <sup>1</sup>      | Summation of all TotalAddOnChargeAmount at Line Item Levels   |
| 6.03  | Line Item Subtotal - Tax <sup>1</sup>                    | Summation of all TotalTaxAmount at Line Item Levels   |
| 6.04  | Line Item Subtotal - VAT <sup>1</sup>                    | Summation of all TotalVATAmount at Line Item Levels   |
| 6.05a   | Invoice Header Subtotal – Additional Amount <sup>1</sup> |   |
| 6.05b   | Invoice Header Subtotal – Tax <sup>1</sup>               |   |
| 6.05c   | Invoice Header Subtotal – VAT <sup>1</sup>               |   |
| 6.05d   | Total Invoice Base Amount <sup>1</sup>                   |   |
| 6.06  | Total Invoice Additional Amount <sup>1</sup>             | InvoiceSummary/AddOnCharges/AddOnChargeAmount   |
| 6.07  | Total Invoice Tax Amount <sup>1</sup>                    | InvoiceSummary/Tax/TaxAmount when TaxType = Tax   |
| 6.08  | Total Invoice VAT Amount <sup>1</sup>                    | InvoiceSummary/Tax/TaxAmount when TaxType = VAT   |
| 6.09  | Total Due in Currency of Billing - Currency Code         | InvoiceHeader/PaymentTerms/CurrencyCode   |
| 6.10  | Total Due in Currency of Billing - Amount <sup>2</sup>   | InvoiceSummary/TotalAmount  |
| 6.11  | Total Due in Currency of Clearance - Currency Code       | InvoiceHeader/PaymentTerms/ClearanceCurrencyCode  |
| 6.12  | Total Due in Currency of Clearance - Amount <sup>2</sup> | InvoiceSummary/TotalAmountInClearanceCurrency   |
| VAT Breakdown This section will show the VAT grouped by 'TaxSubType', 'TaxCategory', 'TaxText' and 'TaxPercent' where TaxType = VAT at all levels |  |   |
| 7.01  | Label  | LinItemDetail/Tax/TaxSubType & LinItem/Tax/TaxCategory OR<br>LinItem/Tax/TaxSubType & LinItem/Tax/TaxCategory OR<br>InvoiceSummary/Tax/TaxSubType & InvoiceSummary/Tax/TaxCategory when<br>TaxType = VAT as per grouping stated |
| 7.02  | VAT Text   | LinItemDetail/Tax/TaxText OR LinItem/Tax/TaxText OR<br>InvoiceSummary/Tax/TaxText when TaxType = VAT as per grouping stated   |
| 7.03  | Base Amount <sup>1</sup>                                 | LinItemDetail/Tax/TaxableAmount OR LinItem/Tax/TaxableAmount OR<br>InvoiceSummary/Tax/TaxableAmount when TaxType = VAT as per grouping<br>stated  |

| Ref No                      | Invoice Field                  | IS-XML  |
|-----------------------------|--------------------------------|---|
|                             |                                | XML field Name  |
| 7.04                        | VAT Rate                       | LinItem/Tax/TaxPercent OR LinItem/Tax/TaxPercent OR InvoiceSummary/Tax/TaxPercent when TaxType = VAT as per grouping stated   |
| 7.05                        | VAT Amount <sup>1</sup>        | Summation of the VATAmount at all levels as per grouping stated→<br>LinItemDetail/Tax/TaxAmount + LinItem/Tax/TaxAmount + InvoiceSummary/Tax/TaxAmount when TaxType = VAT as per grouping stated  |
| Tax Breakdown               |                                |   |
| 8.01                        | Level                          | To be derived by system;  |
| 8.02                        | Label                          | LinItem/Tax/TaxSubType & LinItem/Tax/TaxCategory OR InvoiceSummary/Tax/TaxSubType & InvoiceSummary/Tax/TaxCategory when TaxType = Tax   |
| 8.03                        | Tax Text                       | LinItem/Tax/TaxText OR InvoiceSummary/Tax/TaxText when TaxType = Tax  |
| 8.04                        | Base Amount <sup>1</sup>       | LinItem/Tax/TaxableAmount OR InvoiceSummary/Tax/TaxableAmount when TaxType = Tax  |
| 8.05                        | Tax Rate                       | LinItem/Tax/TaxPercent OR InvoiceSummary/Tax/TaxPercent when TaxType = Tax  |
| 8.06                        | Tax Amount <sup>1</sup>        | LinItem/Tax/TaxAmount OR InvoiceSummary/Tax/TaxAmount when TaxType = Tax<br><br>If the breakdown amount refers to the Line Item Detail, it will be calculated as TotalTaxAmount less the 'TaxAmount' where TaxType = Tax applied on that line and the level will be stated as the Line # Details          |
| Additional Amount Breakdown |                                |   |
| 9.01                        | Level                          | To be derived by system;  |
| 9.02                        | Additional Amount Name         | LinItem/AddOnCharges/AddOnChargeName OR InvoiceSummary/AddOnCharges/AddOnChargeName   |
| 9.03                        | Chargeable Amount <sup>1</sup> | LinItem/AddOnCharges/AddOnChargeableAmount OR InvoiceSummary/AddOnCharges/AddOnChargeableAmount   |
| 9.04                        | Charge Rate                    | LinItem/AddOnCharges/AddOnChargePercentage OR InvoiceSummary/AddOnCharges/AddOnChargePercentage   |
| 9.05                        | Additional Amount <sup>1</sup> | LinItem/AddOnCharges/AddOnChargeAmount OR InvoiceSummary/AddOnCharges/AddOnChargeAmount<br><br>If the breakdown amount refers to the Line Item Detail, it will be calculated as TotalAddOnChargeAmount less the AddOnChargeAmount applied on that line and the level will be stated as the Line # Details |
| 10.01                       | Description                    | InvoiceHeader/PaymentTerms/Description  |
| 10.02                       | Due Date                       | InvoiceHeader/PaymentTerms/NetDueDate   |
| 10.03                       | Due Days                       | InvoiceHeader/PaymentTerms/NetDueDays   |
| 10.04                       | Terms                          | InvoiceHeader/PaymentTerms/PaymentTermsType   |
| 10.05                       | Bank Information               | InvoiceHeader/OtherOrganization/OrganizationName1 & OrganizationName2   |
| 10.06                       | Contact Person                 | InvoiceHeader/OtherOrganization/ContactName   |
| 10.07                       | Bank Code                      | InvoiceHeader/OtherOrganization/AccountDetails/BankCode   |
| 10.08                       | Branch Code                    | InvoiceHeader/OtherOrganization/AccountDetails/BranchCode   |
| 10.09                       | IBAN                           | InvoiceHeader/OtherOrganization/AccountDetails/IBAN   |

| Ref No | Invoice Field            | IS-XML   |
|--------|--------------------------|--|
|        |                          | XML field Name   |
| 10.10  | SWIFT                    | InvoiceHeader/OtherOrganization/AccountDetails/SWIFT         |
| 10.11  | Bank Account No          | InvoiceHeader/OtherOrganization/AccountDetails/BankAccountNo |
| 10.12  | Bank Currency Code       | InvoiceHeader/OtherOrganization/AccountDetails/CurrencyCode  |
| 10.13  | Reference Invoice Number | InvoiceHeader/InvoiceNumber                                  |
| 11.01  | Legal Text Placeholder   | InvoiceSummary/LegalText                                     |

- (1) Decimal precision will be truncated as per the ISO requirements of the currency used  
(2) Decimal precision will be rounded as per the ISO requirements of the currency used.

## UATP Invoice Sample Layout



UATP Invoice

Digitally Signed

| Billing Entity Name: Generico Inc.<br>Entity Designator & Num. Code: X8-T01<br>Location ID: Main<br>Contact Person: Mr. T01 Contact<br>Street: Address Line 1A<br>Address Line 2A<br>Address Line 3A<br>City: Billing City<br>State/Region: Billing State<br>Zip/Postal Code: 11X87X5<br>Country: Billing Country<br>Tax/VAT Registration #: 6TAKGJ73N<br>Company Registration #: 90734G247ND |                          | Invoice #: UTPINV005<br>Date: 2012-08-07<br>Month/Year: Jul 12<br>Period: 04<br>Charge Category: UATP<br>Currency of Billing: USD<br>Settlement Method: BILATERAL<br>PO Number: PO023211<br>Location Code:<br>Transmitter Code: T01<br>Transmitter Name: Billing Member Ltd.<br>Attachments: Yes<br>Line Item Details: Yes |                         | Billed Entity Name: Billed Member Inc.<br>Entity Designator & Num. Code: X8-T02<br>Location ID: Main<br>Contact Person: Ms. T02 Contact<br>Street: Address Line 1B<br>Address Line 2B<br>Address Line 3B<br>City: Billed City<br>State/Region: Billed State<br>Zip/Postal Code: 8TSON8<br>Country: Billed Country<br>Tax/VAT Registration #: 90236277885<br>Company Registration #: KGASHD73792 |          |     |            |  |                   |             |          |             |
|---|--------------------------|--|-------------------------|---|----------|-----|------------|--|-------------------|-------------|----------|-------------|
| Header Notes: Transaction- Notes 1 Remit - Notes 2 Claims- Notes 3  |                          |  |                         |   |          |     |            |  |                   |             |          |             |
| Invoice Data: Name 1 / Value 1; Name 2 / Value 2; Name 3 / Value 3  |                          |  |                         |   |          |     |            |  |                   |             |          |             |
| Line #  | Date of Service          | Charge Code  | Original Invoice Number | Description   | Quantity | UOM | Unit Price | Base Amount  | Additional Amount | Tax         | VAT      | Line Amount |
| 1   | 2012-07-01 to 2012-07-31 | ATCAN -Commission  | UTP001                  | Billing For the month of Jul-2012   | 1500     | EA  | 123.000    | 184,500.000  | 855.000           | 901.000     | 866.500  | 187,122.500 |
|   |                          |  |                         |   |          |     |            | Line Item Sub Total: 184,500.000<br>Invoice Header Sub Total: 140.000<br>Total Invoice Base Amount: 855.000<br>Total Invoice Additional Amount: 150.000<br>Total Invoice Tax Amount: 901.000<br>Total Invoice VAT Amount: 866.500<br>Total Due In Currency of Billing: 1,142.500 |                   |             |          |             |
| VAT Breakdown   |                          |  |                         |   |          |     |            | Label  | VAT Text          | Base Amount | VAT Rate | VAT Amount  |
|   |                          |  |                         |   |          |     |            | VAT Higher   | Invoice VAT       | 2,780.000   | 10.00%   | 278.000     |
|   |                          |  |                         |   |          |     |            | VAT Exempt   |                   | 213.000     | 23.00%   |             |
|   |                          |  |                         |   |          |     |            | State OutofScope   | Line Item VAT     | 6,080.730   | 14.25%   | 866.500     |

Legal Text of Invoice

Page 1 of 2


| Billing Entity Name  |  | Generico Inc. |                        | Invoice #         |                    | UTPRINV003       |                          | Billed Entity Name |                   | Billed Member Inc. |  |
|--|--|---------------|------------------------|-------------------|--------------------|------------------|--------------------------|--------------------|-------------------|--------------------|--|
|  |  |               |                        | Date              |                    | 2012-06-07       |                          |                    |                   |                    |  |
| Tax Breakdown  |  | Level         | Label                  | Tax Text          |                    | Base Amount      |                          | Tax Rate           |                   | Tax Amount         |  |
|  |  | Invoice       | TXI Higher             | Invoice TAX       |                    | 1,500.000        |                          | 10.00%             |                   | 150.000            |  |
|  |  | Line 1        | TXL                    | Line Item TAX     |                    | 1,100.000        |                          | 15.00%             |                   | 165.000            |  |
|  |  | Line 1        | TXL                    | Line Item TAX     |                    | 1,100.000        |                          | 15.00%             |                   | 165.000            |  |
|  |  | Line 1 Detail |                        |                   |                    |                  |                          |                    |                   | 535.000            |  |
| Additional Amount Break Down                                       |  | Level         | Additional Amount Name |                   | Chargeable Amount  |                  | Charge Rate              |                    | Additional Amount |                    |  |
|  |  | Invoice       | Add                    |                   | 1,400.000          |                  | 10.00%                   |                    | 140.000           |                    |  |
|  |  | Line 1        | Add                    |                   | 1,150.000          |                  | 15.00%                   |                    | 207.000           |                    |  |
|  |  | Line 1        | Add                    |                   | 1,100.000          |                  | 15.00%                   |                    | 165.000           |                    |  |
|  |  | Line 1 Detail |                        |                   |                    |                  |                          |                    | 483.000           |                    |  |
| Payment Terms (section applicable for bilateral invoices only)     |  |               |                        |                   |                    |                  |                          |                    |                   |                    |  |
| Description  |  | Due Date      | Terms                  | Bank Information  |                    | Contact Person   |                          | Bank Code          |                   | Branch Code        |  |
| Testing for Miscellaneous Original Invoice                         |  | 2012-06-02    | PT0101                 | Safe Dollars Bank |                    | Mr. Bank Contact |                          | 00012331           |                   | 3751               |  |
| IBAN   |  | SWIFT         | Bank Account No        |                   | Bank Currency Code |                  | Reference Invoice Number |                    |                   |                    |  |
| IB0012122  |  | SWIFT02134    | 123456789              |                   | USD                |                  | MISCOEG01                |                    |                   |                    |  |
| Payment Terms (section applicable for non-bilateral invoices only) |  |               |                        |                   |                    |                  |                          |                    |                   |                    |  |
| DO NOT PAY, SETTLEMENT THROUGH CLEARING HOUSE                      |  |               |                        |                   |                    |                  |                          |                    |                   |                    |  |

Legal Text of Invoice

Page 2 of 2

**Note: If Unit Price value is greater than 1 billion then invoice contents will be distorted.**

UATP Invoice - Field Mapping Reference Numbers



UATP Invoice 0.01

Digitally Signed  
0.02

|  |   |   |
|--|---|---|
| Billing Entity Name 1.01<br>Entity Designator & Num. Code 1.02<br>Location ID 1.03<br>Contact Person 1.04<br>Street 1.05<br>City 1.06<br>State/Region 1.07<br>Zip/Postal Code 1.08<br>Country 1.09<br>Tax/VAT Registration # 1.10<br>Company Registration # 1.11 | Invoice # 2.01<br>Date 2.02<br>Month/Year 2.03<br>Period 2.04<br>Charge Category 2.05<br>Currency of Billing 2.06<br>Settlement Method 2.07<br>PO Number 2.08<br>Location Code 2.09<br>Transmitter Code 2.10<br>Transmitter Name 2.11<br>Attachments 2.12<br>Line Item Details 2.13 | Billed Entity Name 3.01<br>Entity Designator & Num. Code 3.02<br>Location ID 3.03<br>Contact Person 3.04<br>Street 3.05<br>City 3.06<br>State/Region 3.07<br>Zip/Postal Code 3.08<br>Country 3.09<br>Tax/VAT Registration # 3.10<br>Company Registration # 3.11 |
|--|---|---|

Header Notes: 4.01


Invoice Data: 4.02

| Line # | Date of Service | Charge Code | Original Invoice Number | Description | Quantity | UCM  | Unit Price | Base Amount                      | Additional Amount | Tax  | VAT  | Line Amount |
|--------|-----------------|-------------|-------------------------|-------------|----------|------|------------|----------------------------------|-------------------|------|------|-------------|
| 5.01   | 5.02            | 5.03        | 5.04                    | 5.05        | 5.06     | 5.07 | 5.08       | 5.09                             | 5.10              | 5.11 | 5.12 | 5.13        |
|        |                 |             |                         |             |          |      |            | Line Item Sub Total              |                   |      |      |             |
|        |                 |             |                         |             |          |      |            | Invoice Header Sub Total         |                   |      |      |             |
|        |                 |             |                         |             |          |      |            | Total Invoice Base Amount        |                   |      |      | 6.05d       |
|        |                 |             |                         |             |          |      |            | Total Invoice Additional Amount  |                   |      |      | 6.06        |
|        |                 |             |                         |             |          |      |            | Total Invoice Tax Amount         |                   |      |      | 6.07        |
|        |                 |             |                         |             |          |      |            | Total Invoice VAT Amount         |                   |      |      | 6.08        |
|        |                 |             |                         |             |          |      |            | Total Due in Currency of Billing |                   |      |      | 6.09        |

| VAT Breakdown | Label | VAT Text | Base Amount | VAT Rate | VAT Amount |
|---------------|-------|----------|-------------|----------|------------|
|               | 7.01  | 7.02     | 7.03        | 7.04     | 7.05       |

Legal Text of Invoice 11.01

Page 1 of 2



UATP Invoice 0.01

Digitally Signed  
0.02

|                          |                             |                         |
|--------------------------|-----------------------------|-------------------------|
| Billing Entity Name 1.01 | Invoice # 2.01<br>Date 2.02 | Billed Entity Name 3.01 |
|--------------------------|-----------------------------|-------------------------|

| Tax Breakdown | Level | Label | Tax Text | Base Amount | Tax Rate | Tax Amount |
|---------------|-------|-------|----------|-------------|----------|------------|
|               | 8.01  | 8.02  | 8.03     | 8.04        | 8.05     | 8.06       |

| Additional Amount Break Down | Level | Additional Amount Name | Chargeable Amount | Charge Rate | Additional Amount |
|------------------------------|-------|------------------------|-------------------|-------------|-------------------|
|                              | 9.01  | 9.02                   | 9.03              | 9.04        | 9.05              |

| Payment Terms (section applicable for bilateral invoices only) |          |                 |                    |                          |           |             |
|--|----------|-----------------|--------------------|--------------------------|-----------|-------------|
| Description  | Due Date | Terms           | Bank Information   | Contact Person           | Bank Code | Branch Code |
| 10.01  | 10.02    | 10.03           | 10.04              | 10.05                    | 10.06     | 10.07       |
| IBAN   | SWIFT    | Bank Account No | Bank Currency Code | Reference Invoice Number |           |             |
| 10.08  | 10.09    | 10.10           | 10.11              | 10.12                    |           |             |

| Payment Terms (section applicable for non-bilateral invoices only) |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
| DO NOT PAY. SETTLEMENT THROUGH CLEARING HOUSE                      |  |  |  |  |  |  |

Legal Text of Invoice 11.01

Page 2 of 2

**Invoice PDF to IS-XML Field Mapping**


| Ref No | Invoice Field                | IS-XML   |
|--------|------------------------------|--|
|        |                              | XML field Name   |
| 0.01   | UATP Invoice                 | InvoiceHeader/InvoiceType = Invoice  |
| 0.02   | Digitally Signed             | Derived by SIS System based the InvoiceHeader/ISDetails/DigitalSignatureFlag field and/or based on the SIS Member profile setup  |
| 1.01   | Billing Entity               | InvoiceHeader/SellerOrganization/OrganizationName1& OrganizationName2  |
| 1.02   | Entity Designator & Num Code | InvoiceHeader/SellerOrganization/OrganizationDesignator + InvoiceHeader/SellerOrganization/OrganizationID  |
| 1.03   | Location ID                  | InvoiceHeader/SellerOrganization/LocationID  |
| 1.04   | Contact Person               | InvoiceHeader/SellerOrganization/ContactName   |
| 1.05   | Street                       | InvoiceHeader/SellerOrganization/Address/AddressLine1  |
| 1.06   |                              | InvoiceHeader/SellerOrganization/Address/AddressLine2  |
| 1.07   |                              | InvoiceHeader/SellerOrganization/Address/AddressLine3  |
| 1.08   | City                         | InvoiceHeader/SellerOrganization/Address/CityName  |
| 1.09   | Prov/State/Region            | InvoiceHeader/SellerOrganization/Address/SubDivisionName   |
| 1.10   | Zip/Postal code              | InvoiceHeader/SellerOrganization/Address/PostalCode  |
| 1.11   | Country                      | InvoiceHeader/SellerOrganization/Address/CountryName   |
| 1.12   | TAX/VAT Registration #       | InvoiceHeader/SellerOrganization/TaxRegistrationID   |
| 1.13   | Company Registration #       | InvoiceHeader/SellerOrganization/CompanyRegistrationID   |
| 2.01   | Invoice #                    | InvoiceHeader/InvoiceNumber  |
| 2.02   | Date                         | InvoiceHeader/InvoiceDate  |
| 2.03   | Month/Year                   | InvoiceHeader/SettlementMonthPeriod (Month and Year)   |
| 2.04   | Period                       | InvoiceHeader/SettlementMonthPeriod (Period No)  |
| 2.05   | Charge Category              | InvoiceHeader/ChargeCategory   |
| 2.06   | Currency of Billing          | InvoiceHeader/PaymentTerms/CurrencyCode  |
| 2.07   | Settlement Method            | InvoiceHeader/PaymentTerms/SettlementMethod  |
| 2.08   | PO Number                    | InvoiceHeader/PONumber   |
| 2.09   | Location Code                | InvoiceHeader/LocationCode   |
| 2.10   | Transmitter Code             | The Transmitter's designator & numeric code will be concatenated and shown here. TransmissionHeader/IssuingOrganizationID; The Designator Code will be derived by the system |
| 2.11   | Transmitter Name             | To be derived by system;   |

| Ref No | Invoice Field                | IS-XML  |
|--------|------------------------------|---|
|        |                              | XML field Name  |
| 2.12   | Attachments                  | InvoiceHeader/Attachment/AttachmentIndicatorOriginal  |
| 2.13   | Line Item Details            | To be derived by system if there is a LineltemDetails node  |
| 3.01   | Billed Entity                | InvoiceHeader/BuyerOrganization/OrganizationName1& OrganizationName2                                    |
| 3.02   | Entity Designator & Num Code | InvoiceHeader/BuyerOrganization/OrganizationDesignator + InvoiceHeader/BuyerOrganization/OrganizationID |
| 3.03   | Location ID                  | InvoiceHeader/BuyerOrganization/LocationID  |
| 3.04   | Contact Person               | InvoiceHeader/BuyerOrganization/ContactName   |
| 3.05   | Street                       | InvoiceHeader/BuyerOrganization/Address/AddressLine1  |
| 3.06   |                              | InvoiceHeader/BuyerOrganization/Address/AddressLine2  |
| 3.07   |                              | InvoiceHeader/BuyerOrganization/Address/AddressLine3  |
| 3.08   | City                         | InvoiceHeader/BuyerOrganization/Address/CityName  |
| 3.09   | Prov/State/Region            | InvoiceHeader/BuyerOrganization/Address/SubDivisionName   |
| 3.10   | Zip/Postal code              | InvoiceHeader/BuyerOrganization/Address/PostalCode  |
| 3.11   | Country                      | InvoiceHeader/BuyerOrganization/Address/CountryName   |
| 3.12   | TAX/VAT Registration #       | InvoiceHeader/BuyerOrganization/TaxRegistrationID   |
| 3.13   | Company Registration #       | InvoiceHeader/BuyerOrganization/CompanyRegistrationID   |
| 4.01   | Header Notes                 | InvoiceHeader/Notes @Type   |
| 4.02   | Invoice Data                 |   |
| 5.01   | Line #                       | Lineltem/LineltemNumber   |
| 5.02   | Date of Service              | Lineltem/StartDate & Lineltem/EndDate   |
| 5.03   | Charge Code                  | Lineltem/ChargeCode & Lineltem/ChargeCodeType   |
| 5.04   | Original Invoice Number      | Lineltem/UATPDDetails/OriginalInvoiceNumber   |
| 5.05   | Description                  | Lineltem/Description  |
| 5.06   | Quantity                     | Lineltem/Quantity   |
| 5.07   | Unit of Measure              | The value of the attribute in Lineltem/Quantity @UOMCode  |
| 5.08   | Unit Price                   | Lineltem/UnitPrice @SF  |
| 5.09   | Base Amount                  | Lineltem/ChargeAmount   |
| 5.10   | Additional Amount            | Lineltem/TotalAddOnChargeAmount   |

| Ref No        | Invoice Field                                    | IS-XML   |
|---------------|--|--|
|               |  | XML field Name   |
| 5.11          | TAX  | LinItem/TotalTaxAmount when TaxType = Tax  |
| 5.12          | VAT  | LinItem/TotalTaxAmount when TaxType = VAT  |
| 5.13          | Line Amount                                      | LinItem/TotalNetAmount   |
| 6.01          | Line Item Subtotal - Base Amount                 | InvoiceSummary/TotalLinItemAmount  |
| 6.02          | Line Item Subtotal - Additional Amount           | Summation of all AddOnChargeAmount at Line Item Levels   |
| 6.03          | Line Item Subtotal - Tax                         | Summation of all Tax Amounts at Line Item Levels when TaxType = Tax  |
| 6.04          | Line Item Subtotal - VAT                         | Summation of all VAT Amounts at Line Item Levels when TaxType = VAT  |
|               |  |  |
| 6.05a         | Invoice Header Subtotal – Additional Amount      |  |
| 6.05b         | Invoice Header Subtotal - Tax                    |  |
| 6.05c         | Invoice Header Subtotal - VAT                    |  |
| 6.05d         | Total Invoice Base Amount                        |  |
| 6.06          | Total Invoice Additional Amount                  | InvoiceSummary/AddOnCharges/AddOnChargeAmount  |
| 6.07          | Total Invoice Tax Amount                         | InvoiceSummary/Tax/TaxAmount when TaxType = Tax  |
| 6.08          | Total Invoice VAT Amount                         | InvoiceSummary/Tax/TaxAmount when TaxType = VAT  |
| 6.09          | Total Due in Currency of Billing - Currency Code | InvoiceHeader/PaymentTerms/CurrencyCode  |
| 6.10          | Total Due in Currency of Billing - Amount        | InvoiceSummary/TotalAmount   |
|               |  |  |
| 7.01          | Label  | LinItemDetail/Tax/TaxSubType & LinItem/Tax/TaxCategory OR<br>LinItem/Tax/TaxSubType & LinItem/Tax/TaxCategory OR<br>InvoiceSummary/Tax/TaxSubType & ,InvoiceSummary/Tax/TaxCategory when<br>TaxType = VAT as per grouping stated |
| 7.02          | VAT Text   | LinItemDetail/Tax/TaxText OR LinItem/Tax/TaxText OR<br>InvoiceSummary/Tax/TaxText when TaxType = VAT as per grouping stated  |
| 7.03          | Base Amount                                      | LinItemDetail/Tax/TaxableAmount OR LinItem/Tax/TaxableAmount OR<br>InvoiceSummary/Tax/TaxableAmount when TaxType = VAT as per grouping stated  |
| 7.04          | VAT Rate   | LinItem/Tax/TaxPercent OR LinItem/Tax/TaxPercent OR<br>InvoiceSummary/Tax/TaPercent when TaxType = VAT as per grouping stated  |
| 7.05          | VAT Amount                                       | Summation of the VATAmount at all levels as per grouping stated→<br>LinItemDetail/Tax/TaxAmount + LinItem/Tax/TaxAmount +<br>InvoiceSummary/Tax/TaxAmount when TaxType = VAT as per grouping stated                              |
| Tax Breakdown |  |  |
| 8.01          | Level  | To be derived by system;   |

| Ref No                      | Invoice Field            | IS-XML  |
|-----------------------------|--------------------------|---|
|                             |                          | XML field Name  |
| 8.02                        | Label                    | LinItem/Tax/TaxSubType & LinItem/Tax/TaxCategory OR InvoiceSummary/Tax/TaxSubType & InvoiceSummary/Tax/TaxCategory when TaxType = Tax   |
| 8.03                        | Tax Text                 | LinItem/Tax/TaxText OR InvoiceSummary/Tax/TaxText when TaxType = Tax  |
| 8.04                        | Base Amount              | LinItem/Tax/TaxableAmount OR InvoiceSummary/Tax/TaxableAmount when TaxType = Tax  |
| 8.05                        | Tax Rate                 | LinItem/Tax/TaxPercent OR InvoiceSummary/Tax/TaPercent when TaxType = Tax   |
| 8.06                        | Tax Amount               | LinItem/Tax/TaxAmount OR InvoiceSummary/Tax/TaxAmount when TaxType = Tax<br><br>If the breakdown amount refers to the Line Item Detail, it will be calculated as TotalTaxAmount less the TaxAmount (where TaxType = Tax) applied on that line and the level will be stated as the Line # Details          |
| Additional Amount Breakdown |                          |   |
| 9.01                        | Level                    | To be derived by system;  |
| 9.02                        | Additional Amount Name   | LinItem/AddOnCharges/AddOnChargeName OR InvoiceSummary/AddOnCharges/AddOnChargeName   |
| 9.03                        | Chargeable Amount        | LinItem/AddOnCharges/AddOnChargeableAmount OR InvoiceSummary/AddOnCharges/AddOnChargeableAmount   |
| 9.04                        | Charge Rate              | LinItem/AddOnCharges/AddOnChargePercentage OR InvoiceSummary/AddOnCharges/AddOnChargePercentage   |
| 9.05                        | Additional Amount        | LinItem/AddOnCharges/AddOnChargeAmount OR InvoiceSummary/AddOnCharges/AddOnChargeAmount<br><br>If the breakdown amount refers to the Line Item Detail, it will be calculated as TotalAddOnChargeAmount less the AddOnChargeAmount applied on that line and the level will be stated as the Line # Details |
| 10.01                       | Description              | InvoiceHeader/PaymentTerms/Description  |
| 10.02                       | Due Date                 | InvoiceHeader/PaymentTerms/NetDueDate   |
| 10.03                       | Terms                    | InvoiceHeader/PaymentTerms/PaymentTermsType   |
| 10.04                       | Bank Information         | InvoiceHeader/OtherOrganization/OrganizationName1 & OrganizationName2   |
| 10.05                       | Contact Person           | InvoiceHeader/OtherOrganization/ContactName   |
| 10.06                       | Bank Code                | InvoiceHeader/OtherOrganization/AccountDetails/BankCode   |
| 10.07                       | Branch Code              | InvoiceHeader/OtherOrganization/AccountDetails/BranchCode   |
| 10.08                       | IBAN                     | InvoiceHeader/OtherOrganization/AccountDetails/IBAN   |
| 10.09                       | SWIFT                    | InvoiceHeader/OtherOrganization/AccountDetails/SWIFT  |
| 10.10                       | Bank Account No          | InvoiceHeader/OtherOrganization/AccountDetails/BankAccountNo  |
| 10.11                       | Bank Currency Code       | InvoiceHeader/OtherOrganization/AccountDetails/CurrencyCode   |
| 10.12                       | Reference Invoice Number | InvoiceHeader/InvoiceNumber   |
| 11.01                       | Legal Text Placeholder   | InvoiceSummary/LegalText  |

**PS: The section 10.01 to 10.12 will be displayed only if the Settlement Method is 'Bilateral' else the following text will be displayed; 'DONOT PAY. SETTLEMENT THROUGH CLEARING HOUSE'. UATP Credit Note Sample Layout**



### UATP Credit Note

Digitally Signed

|   |  |   |
|---|--|---|
| <b>Billing Entity Name</b> Generico Inc.<br><b>Entity Designator &amp; Num. Code</b> XS-T01<br><b>Location ID</b> Main<br><b>Contact Person</b> Mr. T01 Contact<br><b>Street</b> Address Line 1A<br><b>Address Line 2A</b> Address Line 2A<br><b>Address Line 3A</b> Address Line 3A<br><b>City</b> Billing City<br><b>State/Region</b> Billing State<br><b>Zip/Postal Code</b> 1103798<br><b>Country</b> Billing Country<br><b>Tax/VAT Registration #</b> 87ASVDJ73N<br><b>Company Registration #</b> 96734K2347HD | <b>Invoice #</b> UTPINV003<br><b>Date</b> 2012-06-07<br><b>Month/Year</b> Jul 12<br><b>Period</b> 04<br><b>Charge Category</b> UATP<br><b>Currency of Billing</b> USD<br><b>Settlement Method</b> BILATERAL<br><b>PO Number</b> PO023211<br><b>Location Code</b><br><b>Transmitter Code</b> T01<br><b>Transmitter Name</b> Billing Member Ltd.<br><b>Attachments</b> Yes<br><b>Line Item Details</b> Yes | <b>Billed Entity Name</b> Billed Member Inc.<br><b>Entity Designator &amp; Num. Code</b> XS-T02<br><b>Location ID</b> Main<br><b>Contact Person</b> Ms. T02 Contact<br><b>Street</b> Address Line 1B<br><b>Address Line 2B</b> Address Line 2B<br><b>Address Line 3B</b> Address Line 3B<br><b>City</b> Billed City<br><b>State/Region</b> Billed State<br><b>Zip/Postal Code</b> 87520N8<br><b>Country</b> Billed Country<br><b>Tax/VAT Registration #</b> 890230277388<br><b>Company Registration #</b> KJASHD73792 |
|---|--|---|

Header Notes: Transaction- Notes 1 Remit - Notes 2 Claims- Notes 3

Invoice Data: Name 1 / Value 1 ; Name 2 / Value 2 ; Name 3 / Value 3


| Line # | Date of Service          | Charge Code        | Original Invoice Number | Description                       | Quantity | UOM | Unit Price | Base Amount                      | Additional Amount | Tax      | VAT      | Line Amount  |              |
|--------|--------------------------|--------------------|-------------------------|-----------------------------------|----------|-----|------------|----------------------------------|-------------------|----------|----------|--------------|--------------|
| 1      | 2012-07-01 to 2012-07-31 | ATCAN - Commission | UTP001                  | Billing For the month of Jul-2012 | 1500     | EA  | -123.000   | -184,500.000                     | -855.000          | -901.000 | -866.500 | -187,122.500 |              |
|        |                          |                    |                         |                                   |          |     |            | Line Item Sub Total              | -184,500.000      | -855.000 | -901.000 | -866.500     |              |
|        |                          |                    |                         |                                   |          |     |            | Invoice Header Sub Total         | -140.000          | -150.000 | -276.000 |              |              |
|        |                          |                    |                         |                                   |          |     |            | Total Invoice Base Amount        |                   |          |          | -184,500.000 |              |
|        |                          |                    |                         |                                   |          |     |            | Total Invoice Additional Amount  |                   |          |          | -855.000     |              |
|        |                          |                    |                         |                                   |          |     |            | Total Invoice Tax Amount         |                   |          |          | -1,051.000   |              |
|        |                          |                    |                         |                                   |          |     |            | Total Invoice VAT Amount         |                   |          |          | -1,142.500   |              |
|        |                          |                    |                         |                                   |          |     |            | Total Due in Currency of Billing | USD               |          |          |              | -187,688.500 |

| VAT Breakdown | Label            | VAT Text      | Base Amount | VAT Rate | VAT Amount |
|---------------|------------------|---------------|-------------|----------|------------|
|               | VAT Higher       | Invoice VAT   | -2,780.000  | 10.00%   | -276.000   |
|               | VAT Exempt       |               | -213.000    | 23.00%   |            |
|               | State OutOfScope | Line Item VAT | -6,080.730  | 14.25%   | -866.500   |

Legal Text of Invoice

Page 1 of 2

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### UATP Credit Note

Digitally Signed

|  |  |  |
|--|--|--|
| <b>Billing Entity Name</b> Generico Inc. | <b>Invoice #</b> UTPINV003<br><b>Date</b> 2012-06-07 | <b>Billed Entity Name</b> Billed Member Inc. |
|--|--|--|

| Tax Breakdown | Level         | Label      | Tax Text      | Base Amount | Tax Rate | Tax Amount |
|---------------|---------------|------------|---------------|-------------|----------|------------|
|               | Invoice       | TXI Higher | Invoice TAX   | -1,500.000  | 10.00%   | -150.000   |
|               | Line 1        | TXL        | Line Item TAX | -1,100.000  | 18.00%   | -198.000   |
|               | Line 1 Detail |            |               |             |          | -538.000   |

| Additional Amount Break Down | Level         | Additional Amount Name | Chargeable Amount | Charge Rate | Additional Amount |
|------------------------------|---------------|------------------------|-------------------|-------------|-------------------|
|                              | Invoice       | Add                    | -1,400.000        | 10.00%      | -140.000          |
|                              | Line 1        | Add                    | -1,100.000        | 18.00%      | -207.000          |
|                              | Line 1 Detail |                        |                   |             | -185.000          |
|                              |               |                        |                   |             | -483.000          |

| Payment Terms (section applicable for bilateral invoices only) |            |        |                   |                    |                          |             |
|--|------------|--------|-------------------|--------------------|--------------------------|-------------|
| Description  | Due Date   | Terms  | Bank Information  | Contact Person     | Bank Code                | Branch Code |
| Testing for Miscellaneous Original Invoice                     | 2012-06-02 | PT0101 | Safe Dollars Bank | Mr. Bank Contact   | 00012331                 | 3751        |
| IBAN   | SWIFT      |        | Bank Account No   | Bank Currency Code | Reference Invoice Number |             |
| IB0012122  | SWIFT02134 |        | 123456789         | USD                | MISCOEG01                |             |


| Payment Terms (section applicable for non-bilateral invoices only) |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
| DO NOT PAY. SETTLEMENT THROUGH CLEARING HOUSE                      |  |  |  |  |  |  |

Legal Text of Invoice

Page 2 of 2

**Note: If Unit Price value is greater than 1 billion then invoice contents will be distorted.**

UATP Credit Note - Field Mapping Reference Numbers



UATP Credit Note
0.01

Digitally Signed
0.02

|  |   |   |
|--|---|---|
| Billing Entity Name 1.01<br>Entity Designator & Num. Code 1.02<br>Location ID 1.03<br>Contact Person 1.04<br>Street 1.05<br>City 1.06<br>State/Region 1.07<br>Zip/Postal Code 1.08<br>Country 1.09<br>Tax/VAT Registration # 1.10<br>Company Registration # 1.11 | Invoice # 2.01<br>Date 2.02<br>Month/Year 2.03<br>Period 2.04<br>Charge Category 2.05<br>Currency of Billing 2.06<br>Settlement Method 2.07<br>PO Number 2.08<br>Location Code 2.09<br>Transmitter Code 2.10<br>Transmitter Name 2.11<br>Attachments 2.12<br>Line Item Details 2.13 | Billed Entity Name 3.01<br>Entity Designator & Num. Code 3.02<br>Location ID 3.03<br>Contact Person 3.04<br>Street 3.05<br>City 3.06<br>State/Region 3.07<br>Zip/Postal Code 3.08<br>Country 3.09<br>Tax/VAT Registration # 3.10<br>Company Registration # 3.11 |
|--|---|---|

Header Notes: 4.01


Invoice Data: 4.02

| Line # | Date of Service | Charge Code | Original Invoice Number | Description | Quantity | UOM  | Unit Price | Base Amount                      | Additional Amount | Tax  | VAT  | Line Amount |
|--------|-----------------|-------------|-------------------------|-------------|----------|------|------------|----------------------------------|-------------------|------|------|-------------|
| 5.01   | 5.02            | 5.03        | 5.04                    | 5.05        | 5.06     | 5.07 | 5.08       | 5.09                             | 5.10              | 5.11 | 5.12 | 5.13        |
|        |                 |             |                         |             |          |      |            | Line Item Sub Total              | 6.01              | 6.02 | 6.03 | 6.04        |
|        |                 |             |                         |             |          |      |            | Invoice Header Sub Total         | 6.05              | 6.06 | 6.07 | 6.08        |
|        |                 |             |                         |             |          |      |            | Total Invoice Base Amount        | 6.09              | 6.10 | 6.11 | 6.12        |
|        |                 |             |                         |             |          |      |            | Total Invoice Additional Amount  | 6.13              | 6.14 | 6.15 | 6.16        |
|        |                 |             |                         |             |          |      |            | Total Invoice Tax Amount         | 6.17              | 6.18 | 6.19 | 6.20        |
|        |                 |             |                         |             |          |      |            | Total Invoice VAT Amount         | 6.21              | 6.22 | 6.23 | 6.24        |
|        |                 |             |                         |             |          |      |            | Total Due in Currency of Billing | 6.25              | 6.26 | 6.27 | 6.28        |

| VAT Breakdown | Label | VAT Text | Base Amount | VAT Rate | VAT Amount |
|---------------|-------|----------|-------------|----------|------------|
|               | 7.01  | 7.02     | 7.03        | 7.04     | 7.05       |

Legal Text of Invoice 11.01

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UATP Credit Note
0.01

Digitally Signed
0.02

|                          |                             |                         |
|--------------------------|-----------------------------|-------------------------|
| Billing Entity Name 1.01 | Invoice # 2.01<br>Date 2.02 | Billed Entity Name 3.01 |
|--------------------------|-----------------------------|-------------------------|

| Tax Breakdown | Level | Label | Tax Text | Base Amount | Tax Rate | Tax Amount |
|---------------|-------|-------|----------|-------------|----------|------------|
|               | 8.01  | 8.02  | 8.03     | 8.04        | 8.05     | 8.06       |

| Additional Amount Break Down | Level | Additional Amount Name | Chargeable Amount | Charge Rate | Additional Amount |
|------------------------------|-------|------------------------|-------------------|-------------|-------------------|
|                              | 9.01  | 9.02                   | 9.03              | 9.04        | 9.05              |

| Payment Terms | (section applicable for bilateral invoices only) |                 |                    |                          |           |             |
|---------------|--|-----------------|--------------------|--------------------------|-----------|-------------|
| Description   | Due Date   | Terms           | Bank Information   | Contact Person           | Bank Code | Branch Code |
| 10.01         | 10.02  | 10.03           | 10.04              | 10.05                    | 10.06     | 10.07       |
| IBAN          | SWIFT  | Bank Account No | Bank Currency Code | Reference Invoice Number |           |             |
| 10.08         | 10.09  | 10.10           | 10.11              | 10.12                    |           |             |

| Payment Terms                                 | (section applicable for non-bilateral invoices only) |  |  |  |  |  |
|---|--|--|--|--|--|--|
| DO NOT PAY. SETTLEMENT THROUGH CLEARING HOUSE |  |  |  |  |  |  |

Legal Text of Invoice 11.01

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**UATP Credit Note PDF to IS-XML Field Mapping**

| Ref No | Invoice Field                | IS-XML  |
|--------|------------------------------|---|
|        |                              | XML field Name  |
| 0.01   | UATP Credit Note             | InvoiceHeader/InvoiceType = CreditNote  |
| 0.02   | Digitally Signed             | Derived by SIS System based the InvoiceHeader/ISDetails/DigitalSignatureFlag field and/or based on the SIS Member profile setup   |
| 1.01   | Billing Entity               | InvoiceHeader/SellerOrganization/OrganizationName1& OrganizationName2   |
| 1.02   | Entity Designator & Num Code | InvoiceHeader/SellerOrganization/OrganizationDesignator + InvoiceHeader/SellerOrganization/OrganizationID   |
| 1.03   | Location ID                  | InvoiceHeader/SellerOrganization/LocationID   |
| 1.04   | Contact Person               | InvoiceHeader/SellerOrganization/ContactName  |
| 1.05   | Street                       | InvoiceHeader/SellerOrganization/Address/AddressLine1   |
| 1.06   |                              | InvoiceHeader/SellerOrganization/Address/AddressLine2   |
| 1.07   |                              | InvoiceHeader/SellerOrganization/Address/AddressLine3   |
| 1.08   | City                         | InvoiceHeader/SellerOrganization/Address/CityName   |
| 1.09   | Prov/State/Region            | InvoiceHeader/SellerOrganization/Address/SubDivisionName  |
| 1.10   | Zip/Postal code              | InvoiceHeader/SellerOrganization/Address/PostalCode   |
| 1.11   | Country                      | InvoiceHeader/SellerOrganization/Address/CountryName  |
| 1.12   | TAX/VAT Registration #       | InvoiceHeader/SellerOrganization/TaxRegistrationID  |
| 1.13   | Company Registration #       | InvoiceHeader/SellerOrganization/CompanyRegistrationID  |
| 2.01   | Credit Note #                | InvoiceHeader/InvoiceNumber   |
| 2.02   | Credit Note Date             | InvoiceHeader/InvoiceDate   |
| 2.03   | Month/Year                   | InvoiceHeader/SettlementMonthPeriod (Month and Year)  |
| 2.04   | Period                       | InvoiceHeader/SettlementMonthPeriod (Period No)   |
| 2.05   | Charge Category              | InvoiceHeader/ChargeCategory  |
| 2.06   | Currency of Billing          | InvoiceHeader/PaymentTerms/CurrencyCode   |
| 2.07   | Settlement Method            | InvoiceHeader/PaymentTerms/SettlementMethod   |
| 2.08   | PO Number                    | InvoiceHeader/PONumber  |
| 2.09   | Location Code                | InvoiceHeader/LocationCode  |
| 2.10   | Transmitter Code             | The Transmitter's designator & numeric code will be concatenated and shown here.<br>TransmissionHeader/IssuingOrganizationID; The Designator Code will be derived by the system |
| 2.11   | Transmitter Name             | To be derived by system;  |
| 2.12   | Attachments                  | InvoiceHeader/Attachment/AttachmentIndicatorOriginal  |

| Ref No | Invoice Field                | IS-XML  |
|--------|------------------------------|---|
|        |                              | XML field Name  |
| 2.13   | Line Item Details            | To be derived by system if there is a LineltemDetails node  |
| 3.01   | Billed Entity                | InvoiceHeader/BuyerOrganization/OrganizationName1& OrganizationName2                                    |
| 3.02   | Entity Designator & Num Code | InvoiceHeader/BuyerOrganization/OrganizationDesignator + InvoiceHeader/BuyerOrganization/OrganizationID |
| 3.03   | Location ID                  | InvoiceHeader/BuyerOrganization/LocationID  |
| 3.04   | Contact Person               | InvoiceHeader/BuyerOrganization/ContactName   |
| 3.05   | Street                       | InvoiceHeader/BuyerOrganization/Address/AddressLine1  |
| 3.06   |                              | InvoiceHeader/BuyerOrganization/Address/AddressLine2  |
| 3.07   |                              | InvoiceHeader/BuyerOrganization/Address/AddressLine3  |
| 3.08   | City                         | InvoiceHeader/BuyerOrganization/Address/CityName  |
| 3.09   | Prov/State/Region            | InvoiceHeader/BuyerOrganization/Address/SubDivisionName   |
| 3.10   | Zip/Postal code              | InvoiceHeader/BuyerOrganization/Address/PostalCode  |
| 3.11   | Country                      | InvoiceHeader/BuyerOrganization/Address/CountryName   |
| 3.12   | TAX/VAT Registration #       | InvoiceHeader/BuyerOrganization/TaxRegistrationID   |
| 3.13   | Company Registration #       | InvoiceHeader/BuyerOrganization/CompanyRegistrationID   |
| 4.01   | Header Notes                 | InvoiceHeader/Notes @Type   |
| 4.02   | Invoice Data                 |   |
| 5.01   | Line #                       | Lineltem/LineltemNumber   |
| 5.02   | Date of Service              | Lineltem/StartDate & Lineltem/EndDate   |
| 5.03   | Charge Code                  | Lineltem/ChargeCode & Lineltem/ChargeCodeType   |
| 5.04   | Original Invoice Number      | Lineltem/Original Invoice Number  |
| 5.05   | Description                  | Lineltem/Description  |
| 5.06   | Quantity                     | Lineltem/Quantity   |
| 5.07   | Unit of Measure              | The value of the attribute in Lineltem/Quantity @UOMCode  |
| 5.08   | Unit Price                   | Lineltem/UnitPrice @SF  |
| 5.09   | Base Amount                  | Lineltem/ChargeAmount   |
| 5.10   | Additional Amount            | Lineltem/TotalAddOnChargeAmount   |
| 5.11   | TAX                          | Lineltem/TotalTaxAmount when TaxType = Tax  |

| Ref No        | Invoice Field                                    | IS-XML   |
|---------------|--|--|
|               |  | XML field Name   |
| 5.12          | VAT  | LinItem/TotalTaxAmount when TaxType = VAT  |
| 5.13          | Line Amount                                      | LinItem/TotalNetAmount   |
| 6.01          | Line Item Subtotal - Base Amount                 | InvoiceSummary/TotalLinItemAmount  |
| 6.02          | Line Item Subtotal - Additional Amount           | Summation of all AddOnChargeAmount at Line Item Levels   |
| 6.03          | Line Item Subtotal - Tax                         | Summation of all Tax Amounts at Line Item Levels when TaxType = Tax  |
| 6.04          | Line Item Subtotal - VAT                         | Summation of all VAT Amounts at Line Item Levels when TaxType = VAT  |
| 6.05a         | Invoice Header Subtotal – Additional Amount      |  |
| 6.05b         | Invoice Header Subtotal - Tax                    |  |
| 6.05c         | Invoice Header Subtotal - VAT                    |  |
| 6.05d         | Total Invoice Base Amount                        |  |
| 6.06          | Total Invoice Additional Amount                  | InvoiceSummary/AddOnCharges/AddOnChargeAmount  |
| 6.07          | Total Invoice Tax Amount                         | InvoiceSummary/Tax/TaxAmount when TaxType = Tax  |
| 6.08          | Total Invoice VAT Amount                         | InvoiceSummary/Tax/TaxAmount when TaxType = VAT  |
| 6.09          | Total Due in Currency of Billing - Currency Code | InvoiceHeader/PaymentTerms/CurrencyCode  |
| 6.10          | Total Due in Currency of Billing - Amount        | InvoiceSummary/TotalAmount   |
| 7.01          | Label  | LinItemDetail/Tax/TaxSubType & LinItem/Tax/TaxCategory OR<br>LinItem/Tax/TaxSubType & LinItem/Tax/TaxCategory OR<br>InvoiceSummary/Tax/TaxSubType &<br>InvoiceSummary/Tax/TaxCategory when TaxType = VAT as per<br>grouping stated |
| 7.03          | VAT Text   | LinItemDetail/Tax/TaxText OR LinItem/Tax/TaxText OR<br>InvoiceSummary/Tax/TaxText when TaxType = VAT as per grouping<br>stated   |
| 7.04          | Base Amount                                      | LinItemDetail/Tax/TaxableAmount OR<br>LinItem/Tax/TaxableAmount OR<br>InvoiceSummary/Tax/TaxableAmount when TaxType = VAT as per<br>grouping stated  |
| 7.05          | VAT Rate   | LinItemDetail/Tax/TaxPercent OR LinItem/Tax/TaxPercent OR<br>InvoiceSummary/Tax/TaPercent when TaxType = VAT as per<br>grouping stated   |
| 7.06          | VAT Amount                                       | Summation of the VATAmount at all levels as per grouping stated →<br>LinItemDetail/Tax/TaxAmount + LinItem/Tax/TaxAmount +<br>InvoiceSummary/Tax/TaxAmount when TaxType = VAT as per<br>grouping stated                            |
| Tax Breakdown |  |  |
| 8.01          | Level  | To be derived by system;   |
| 8.02          | Label  | LinItem/Tax/TaxSubType & LinItem/Tax/TaxCategory OR<br>InvoiceSummary/Tax/TaxSubType &<br>InvoiceSummary/Tax/TaxCategory when TaxType = Tax  |

| Ref No                      | Invoice Field            | IS-XML  |
|-----------------------------|--------------------------|---|
|                             |                          | XML field Name  |
| 8.03                        | Tax Text                 | LineItem/Tax/TaxText OR InvoiceSummary/Tax/TaxText when TaxType = Tax   |
| 8.04                        | Base Amount              | LineItem/Tax/TaxableAmount OR InvoiceSummary/Tax/TaxableAmount when TaxType = Tax   |
| 8.05                        | Tax Rate                 | LineItem/Tax/TaxPercent OR InvoiceSummary/Tax/TaPercent when TaxType = Tax  |
| 8.06                        | Tax Amount               | LineItem/Tax/TaxAmount OR InvoiceSummary/Tax/TaxAmount when TaxType = Tax<br>If the breakdown amount refers to the Line Item Detail, it will be calculated as<br>TotalTaxAmount less the 'TaxAmount' where TaxType = Tax applied on that line and the level will be stated as the Line # Details          |
| Additional Amount Breakdown |                          |   |
| 9.01                        | Level                    | To be derived by system;  |
| 9.02                        | Additional Amount Name   | LineItem/AddOnCharges/AddOnChargeName OR InvoiceSummary/AddOnCharges/AddOnChargeName  |
| 9.03                        | Chargeable Amount        | LineItem/AddOnCharges/AddOnChargeableAmount OR InvoiceSummary/AddOnCharges/AddOnChargeableAmount  |
| 9.04                        | Charge Rate              | LineItem/AddOnCharges/AddOnChargePercentage OR InvoiceSummary/AddOnCharges/AddOnChargePercentage  |
| 9.05                        | Additional Amount        | LineItem/AddOnCharges/AddOnChargeAmount OR InvoiceSummary/AddOnCharges/AddOnChargeAmount<br>If the breakdown amount refers to the Line Item Detail, it will be calculated as<br>TotalAddOnChargeAmount less the AddOnChargeAmount applied on that line and the level will be stated as the Line # Details |
| 10.01                       | Description              | InvoiceHeader/PaymentTerms/Description  |
| 10.02                       | Due Date                 | InvoiceHeader/PaymentTerms/NetDueDate   |
| 10.03                       | Terms                    | InvoiceHeader/PaymentTerms/PaymentTermsType   |
| 10.04                       | Bank Information         | InvoiceHeader/OtherOrganization/OrganizationName1 & OrganizationName2   |
| 10.05                       | Contact Person           | InvoiceHeader/OtherOrganization/ContactName   |
| 10.06                       | Bank Code                | InvoiceHeader/OtherOrganization/AccountDetails/BankCode   |
| 10.07                       | Branch Code              | InvoiceHeader/OtherOrganization/AccountDetails/BranchCode   |
| 10.08                       | IBAN                     | InvoiceHeader/OtherOrganization/AccountDetails/IBAN   |
| 10.09                       | SWIFT                    | InvoiceHeader/OtherOrganization/AccountDetails/SWIFT  |
| 10.10                       | Bank Account No          | InvoiceHeader/OtherOrganization/AccountDetails/BankAccountNo  |
| 10.11                       | Bank Currency Code       | InvoiceHeader/OtherOrganization/AccountDetails/CurrencyCode   |
| 10.12                       | Reference Invoice Number | InvoiceHeader/InvoiceNumber   |
| 11.01                       | Legal Text Placeholder   | InvoiceSummary/LegalText  |

**PS: The section 10.01 to 10.12 will be displayed only if the Settlement Method is 'Bilateral' else the following text will be displayed; 'DO NOT PAY. SETTLEMENT THROUGH CLEARING HOUSE'.**

## 12 Glossary

| Term                                | Definition  |
|-------------------------------------|---|
| ACH                                 | ACH stands for Airlines Clearing House. It is the ATA's Clearing House for Interline Billings   |
| ACH Recap Sheet Submission Deadline | This is the time by which ACH members should submit their Claim details (Recap Sheet) to the Clearing Bank.   |
| A&A                                 | A&A stands for ATPCo & ARC. A&A is the organization formed by ATPCO and ARC to support the First & Final™ process.  |
| ARC                                 | Airlines Reporting Corp. ARC operates COMPASS® which houses transaction and prorate data for the purposes of settlement.  |
| ATA                                 | (Air Transport Association) – The trade group for U.S.-based airlines.  |
| ATPCO                               | Airline Tariff Publishing Company. ATPCO, amongst other services, operates the Sales Exchange process whereby sales for First & Final™ transactions are extracted, prorated, and sent to the uplifting carrier.   |
| Audit trail                         | A chronological sequence of audit records.  |
| Auto Billing                        | A proposed feature of SIS whereby a billing carrier is able to submit a list of uplifts. SIS will then find the prorate (either a stored own prorate or an NFP) and create the necessary billing, settlement, and invoice files. A pro-forma invoice is sent to the billing carrier daily, and invoices are sent to the billing and billed carrier on settlement. |
| Batch Key                           | Batch Key is a set of data elements that uniquely identifies an Invoice or a transaction that needs to be linked with supporting documents.   |
| Billed Entity                       | The Billed Airline or Supplier  |
| Billing Category                    | The Category of the Interline Billing Invoice. There are 4 Billing Categories: Passenger, Cargo, Miscellaneous and UATP   |
| Billing Date                        | The Billing Date field refers to the month period of settlement. This field is referred extensively in RAM chapter A13 in case of Miscellaneous billings.   |
| Billing Entity                      | The Billing Airline or Supplier   |
| Billing Entity Code                 | The Numeric code of the Billing airline or the Alpha numeric code of the Supplier   |
| Billing Period                      | Billing Period refers to the Period of the Clearance Month used for billing. As the current interline settlement is on a weekly basis, there are 4 periods in a month. The billing period is represented as 01, 02, 03 and 04.  |
| Billing Record Database             | This is the data store within SIS which will maintain the Invoice data provided by SIS Participants in SIS Format. The data is kept in the system till the time the transactions are expired.   |
| BM                                  | Billing Memo. Applicable in case of Passenger and Cargo Billings  |
| Breakdown Record                    | A Breakdown record provides additional information regarding the certain data elements present in the parent record.  |
| BSP                                 | Billing and Settlement Plan – An IATA service for the settlement of ticket revenues between agents and carriers. BSP fees can appear on interline billing invoices  |
| CASS                                | Cargo Account Settlement Systems – An IATA Service designed to simplify the billing and settlement of accounts between airlines and freight forwarders  |
| Central File Repository             | Central File Repository is the data store within SIS which maintains the input and output files including the Supporting documents for the billing transactions.  |
| Charge Category                     | The major types of Miscellaneous Invoice billed between carriers  |
| Charge Code                         | The sub group within the Charge Category which identifies the different reasons for the Miscellaneous Invoice claim.  |
| Clearance Month                     | It represents the month of Interline Billing.   |
| CSV File                            | Comma separated file  |
| Currency of Billing                 | In case of UATP Billings, the Currency of Billing is the currency in which the total Invoice values are converted.  |
| Currency of Listing                 | The Currency in which the billing transactions are listed in case of ATP billings. The Currency of Listing can be any local currency.   |
| Detailed Validation                 | This is the second phase of the SIS Validation process in which the billing data is loaded in the Billing Record Database and each and every data element in the billing data is validated.   |
| Digital Signature                   | Digital Signature is a mathematical scheme for demonstrating the authenticity of a digital message or document. A valid digital signature gives   |

| Term  | Definition  |
|---|---|
|   | a recipient reason to believe that the message was created by a known sender, and that it was not altered in transit  |
| DS  | Digital Signature   |
| E-Archiving                                 | E-archiving is an optional service provided by SIS. This service allows Participants to store digitally signed invoices in an external Legal archive for a longer period as required by the local regulations.  |
| EST   | <b>Eastern Standard Time</b>  |
| F&F   | First & Final – Process in which two carriers agree to use a Neutral Fare Proration engine for interline billings. In agreeing to settle on a First & Final basis, they are also agreeing that rejects based on prorate values are not permitted.   |
| F12   | The file that a carrier uploads to the clearinghouse on a weekly basis to complete settlement. This file does not contain all billing data; rather it contains the totals of each invoice being cleared.  |
| File Naming Convention                      | Rules followed for construction of the file name  |
| GDS   | <b>Global Distribution System</b>   |
| GL  | General Ledger  |
| HTML files                                  | Files in Hypertext markup language. HTML is a structured file format used in websites, which includes tags.   |
| ICH Period Closure Day                      | This is the time by which ICH Members should submit their Web F12 claims file to the ICH-WEB to be considered for settlement.   |
| Index File                                  | An index file contains the mapping information of the various supporting documents and its corresponding Batch Key. There are two formats of index files supported by SIS. These are CSV and XML  |
| IS  | Integrated Settlement<br>Integrated Settlement is the name for the collection of systems which provide the functionality behind Simplified Invoicing and Settlement.  |
| SIS Calendar                                | The Calendar used by SIS to trigger various automated processes. It also has deadlines for some of the processes impacting the end-users of SIS.  |
| SIS Calendar Billing Output Generation Date | This is the date and time stamp by which SIS will generate the billing output files and keep it ready for download,   |
| SIS Format                                  | SIS Format is a generic term used to define Invoice data provided to SIS in either automated formats like IS-IDEC or IS-XML or manually over IS-WEB   |
| IS-WEB                                      | IS-WEB is the online user interface of the SIS System. It allows users to capture data, pull out reports, as well as configure the Member profile information.  |
| IS-XML                                      | IS-XML is the new interface file format defined for MISC and UATP. This file format is based on the existing IATA Aviation Invoice Standard.  |
| ISC   | Interline Service Charges   |
| ISR   | Industry Standard Record (enhanced version of TCN – Transmission Control Number data). A&A value determination process returns prorate values files to SIS, and these files are referred to as ISR in the context of this document. The prorate values file may or may not contain sales data. In A&A/ATPCO terminology, ISR is a term used only for sales data.          |
| iiNET                                       | iiNET - Electronic Data Exchange System.<br>Members can upload/download the SIS input/output files to/from iiNET for SIS Sandbox and Production.  |
| JPEG Image files                            | <b>Image files in JPEG</b> (Joint Photographic Experts Group) format.   |
| Late Submission                             | Invoices submitted after the SIS Submission Deadline but within the Late Submission Acceptance Window to be considered for settlement in the previously close period  |
| Late Submission Acceptance Window           | Time window in which Late Submission can be submitted.  |
| Location Code                               | Code of the Member's location.  |
| Location IDs                                | User defined code that uniquely identifies the Member's location in the Member Profile.   |
| Member Profile                              | Centralized functionality that enables the participants to: <ol style="list-style-type: none"> <li>1. Create and Manage Users of SIS</li> <li>2. Configure the various processes within SIS</li> <li>3. Set default values to be used at the time of processing</li> <li>4. Set up Third Party preferences, such as parameters applicable to ACH, ICH, A&amp;A</li> </ol> |

| Term                                    | Definition   |
|---|--|
| Partially Migrated                      | Migration to SIS can be carried out in Phases. In case of Passenger billings the Billing entities have the option of migrating Prime billing first, then rejection and then Sampling. Any Billing entity who has not completed all phases of migration is referred to as Partly Migrated |
| Participant                             | An Airline or a Non Airline Entity who is a signatory or a potential signatory to SIS Services.  |
| Payables                                | Billing received from other interline partners for a billing period is referred to as Payables   |
| PDF                                     | <b>Portable Document Format</b>  |
| Processing Dashboard                    | Module in SIS for: <ul style="list-style-type: none"> <li>Viewing processing details</li> <li>Submitting of invoices/ files for late processing</li> <li>Increment the period of the invoices</li> </ul>   |
| Protest                                 | Protest is the action taken by a billed entity against an erroneous billing done by a billing entity before the amount in error is settled by the Clearing House.  |
| RAM                                     | Revenue Accounting Manual  |
| Reason Code                             | A two character code to be assigned to each Rejection Memo, Billing Memos as well as Credit Memos to indicate the reason for raising a Memo;   |
| Receivables                             | Invoices billed to other interline partners is referred to as Receivables  |
| Reference Data                          | Reference data relates to the basic legal information of the Billing and Billed entity. This includes details like the Company Legal Name, Tax Registration ID, Address details etc.   |
| RM                                      | Rejection Memos  |
| Sanity Check                            | This is the first phase of SIS Validation, where a file is checked for structure errors. If an error is encountered in this phase the entire file is rejected by SIS.  |
| Settlement Method Indicator             | The field Settlement Method Indicator in the Invoice data drives the Settlement process of the Invoice.  |
| SIS                                     | Simplified Invoicing and Settlement  |
| SIS Operations                          | User for SIS operations  |
| SITA                                    | Provider of global information and telecommunication solutions for the air transport industry.   |
| SPA                                     | Special Prorate Agreement  |
| Submissions Open Date                   | The date and time from which SIS starts accepting Billing Files for a particular Clearance period  |
| Supporting Attachments                  | The additional documentation provided to support interline billing claim. The Supporting Attachments needs to be provided in electronic format   |
| Supporting Attachments Linking Deadline | The date and time stamp by which the system will stop manual and automated linking of supporting documents for the clearance period  |
| TIFF Image files                        | Tagged <b>Image File</b> Format (TIFF) is a <b>file</b> format for storing images.   |
| Time Stamp                              | Sequence of characters, denoting the date and/or time at which a certain event occurred  |
| UATP                                    | <a href="#">Universal Air Travel Plan</a>  |
| Usage File                              | The modified Record 50 file is now called Usage File. This is used as an input to SIS to carry out the process of Value Determination and/or Auto-billing  |
| VAT                                     | Value added tax  |