SIS WEBINAR #02 – 2023
SIS Location IDs
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IATA Legal Reminders

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! Unauthorized recording of the meeting is also prohibited.

! IATA will record the webinar and share the link afterwards to the members of this group and it will be posted on the SIS Website.
Agenda

➢ What are SIS Location IDs?  
(Purpose and Member Profile Settings)

➢ Benefits of using SIS Location IDs  
(Tax Compliance and e-Invoicing Controls)

➢ How are SIS Location IDs used  
(e-Invoicing Processes and Users)

➢ MISC-Specific Location ID Features
Background

- Introduced in 2011 for use in the Miscellaneous Billing Category for Non-Transportation Invoices / Credit Notes.

- Location IDs were introduced to:
  - Achieve invoicing tax compliance – company registration ID and VAT / TAX registration numbers are reported on invoices for VAT / TAX reclaim.
  - Segregate users – allow persons to manage invoices specific to selected locations for local processing.
  - Data feed to local systems – decentralized from airlines’ Head Office (“Main”).

Example: personnel in Singapore may need to receive supplier invoices with the company’s local registration and VAT / TAX details for reporting to tax authorities.
What are SIS Location IDs

- SIS Location IDs are **unique location identifiers** that can be used to send and/or receive invoices based on where your company operations or your e-invoicing agreements.

- SIS Location IDs are now applicable to all Billing Categories: PAX, CGO, MISC.

- Generally, the Location ID used for PAX and CGO Interline Billings are invoiced using the SIS “Main” Location ID, unless otherwise specified in your interline agreements.
Benefits of Location IDs

- Allows control of receivable and payable invoices by location.
  - “Slice-and-Dice” e-invoicing data by location.

- Comply with e-invoicing country requirements for VAT / TAX reclaim.
  - Company’s local registration and VAT / TAX IDs on invoice PDFs.

- Location-specific output files for Miscellaneous Invoicing cost control.

- Define SIS usernames and contacts to manage invoices specific to a location.

- Invoice archiving service by location.
### Countries with Compliance Certification (PwC)

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*Location ID's enabled with API for Tax Authority reporting*
Benefits of Location IDs

**EFFICIENCY**
- Location ID and User Setups help increase productivity through -
  - Individualized email alerts
  - Decreased time logging into SIS to check for invoices
  - Centralized process for invoices for each location
  - Faster processing = Faster payments

**SEGREGATION OF DUTIES**
- Individual users are assigned by location
  - This limits access to just that location’s invoices
  - This minimizes duplicate payments, non-payments, and late payments
  - Accurate payments = Happy Airline partners and suppliers
Benefits of Location IDs

- **USER ACCESS**
  - Unique Location ID setups allows for user access by location
    - This centralizes all invoices for groups such as Finance, internal audit, and AP
    - Access can include all invoices or just what a user should be allowed to access
    - Better User Access = Better internal controls

- **TAX COMPLIANCE**
  - Location ID setups can ensure invoices are being reviewed by specific user groups
    - Ensures VAT/Tax filings and reclaims can be accounted for correctly
    - The correct finance teams have control and access to the right invoices at the right times
    - Accurate Location ID setups = Accurate and Timely tax accounting
How are Location IDs used?

- SIS Location IDs are self-managed in your SIS Member Profile, “Locations” tab.

- By default, all SIS participants will have a “Main” Location ID, generally with the address that was provided in your SIS application.

- SIS Location IDs are Defined by:
  - Entity Name and Address
  - Company Registration ID’s
  - TAX / VAT Registration ID’s
  - Tax Reporting Location Details (Optional, used for Compliance)
  - Bank Account Details for Bilateral Settlement (Optional, request via IATA)

- SIS Location ID’s details may be edited / deactivated from period to period.
How are Location IDs used?

Screenshot: Example of “Locations” tab of a SIS Member Profile
How are Location IDs used?

- Location ID’s can be specified / selected when creating a new receivable invoice / credit note via IS-WEB or input file (IS-XML or IS-IDEC).
  - Input file standards for Location IDs via input file can be found in ISPG.

- Specify / select the Location ID by Billing Member and by Billed Member at Invoice Header level.

- SIS Members’ Location ID’s can be found in the “Complete Reference Data CSV” output file generated by SIS at the end of each billing period.
  - This can be used to update your systems to ensure accurate reference data.

- Usernames and Contacts can be associated with one or multiple Location IDs to manage e-invoices at specific locations only.
How are Location IDs used?

Screenshot: Example of how to Create Invoices with Location IDs at Invoice Header Level in IS-WEB
How are Location IDs used?

Screenshot: Example of how to Create Invoices with Location IDs at Invoice Header Level in IS-XML input file
How are Location IDs used?

Screenshot: Example of a Receivable Invoices sent from the Billing Member’s different Location IDs
How are Location IDs used?

Screenshot: Example of a Receivable Invoice PDF sent from a Location ID different from “Main”
How are Location IDs used?

Screenshot: Example of a Payable Invoices issued to Billed Member’s multiple Location IDs
How are Location IDs used?

Screenshot: Example of a Creating a User with Location ID Association in “Create Users” screen
How are Location IDs used?

Screenshot: Example of viewing a User with Location ID Association in “Manage Users” screen
How are Location IDs used?

Screenshot: Example of a Managing a User’s Location ID Associations
How are Location IDs used?

Screenshot: Example of a Modifying a User’s Location ID Association
How are Location IDs used?

Screenshot: Example of a Modifying a User’s Location ID Association
### How are Location IDs used?

**Screenshot: Example of a SIS Users Report showing Users’ Location ID Associations**

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How are Location IDs used?

Screenshot: Example of an Email Alert to a SIS Contact with a Location ID Association

IATA SIS Operations Team
Access your SIS account or contact us for support at www.iata.org/cs
MISC-Specific Location ID Features

• **Features Applicable to Miscellaneous Invoices / Credit Notes Only.**

• Location-Specific Output Files.
  • Includes IS-XML, Offline Archive Files (PDF invoice, listing and supporting documents), and other types of output files (reference ISPG chapter 12).
  • Applicable to Output Files as per SIS Calendar or by Daily Delivery.
  • Examples:
    • MXMLT-BBBCCCCCC-LMMMMMM.zip
    • OAR-MISC-A-BBB-CCCCCCC-LMMMMMM.zip
  • Where “LMMMMMM” denotes the Location ID number defined in Member Profile
• Reference [CMP 622](#) from SIS Major Release 1.7 in May 2015.

• Option to send a copy of location-specific output files to “Main” location via iiNET.

• Configurable in the “Locations” tab of your SIS Member Profile.
MISC Location-Specific Output Files

Screenshot: Example of How to Configure Location-Specific Output Files for Miscellaneous Invoices
How are Location IDs used?

Screenshot: Example of Miscellaneous Location-Specific output files.
MISC-Specific Location ID Features

• Option to send a copy of location-specific output files to “Main” location via iiNET.

<table>
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<th>Location Specific Output Files</th>
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<tr>
<td>Receive Copy of Location Specific Files at Location Main:</td>
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• Members may define a Default Location for all Payable MISC Payables Original Invoices and Credit Notes from all Billing Members, or by Billing Member.
  • Reference **CMP 708** from SIS Major Release 1.13 in November 2018.

<table>
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<tr>
<th>Default Location for MISC Payables Original Invoices and Credit Notes</th>
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<tbody>
<tr>
<td>* Default Location for MISC Payables Original Invoices and Credit Notes:</td>
</tr>
<tr>
<td>Main-Montreal-CA</td>
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<tr>
<td>Billing Member Specific Default Location</td>
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• Configurable in the same “Miscellaneous” tab of your SIS Member Profile.
Demo

Let’s Do a Demo!
Short Video Online: “Invoice Location ID”

Short video “Invoice Location ID” available on the “Webinars” tab the SIS website. Helps to understand the basic concepts of SIS Location IDs.
Need help?

Contact us via the IATA Customer Portal

www.iata.org/CS

Need help with using the IATA Customer Portal? Reference this “SIS and the IATA Customer Portal” user guide (pdf) online.
Need training?

➢ The SIS Operations Team offers customized training for your company!

➢ Contact us for more info via the IATA Customer Portal
Thank you

Q&A

Post in Q&A box