SIS WEBINAR #01 – 2022
Introduction to SIS
IATA Legal Reminders

- Participants are reminded that live streaming of this webinar by participants to parties not in attendance is not permitted, except as indicated by and with the express permission and knowledge of IATA.

- 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.
Question Box

Post in Q&A box
IATA Presenters

Xhonina Osmani
Specialist, Industry e-Invoicing

Samuel Diano-Brown
Analyst, Industry e-Invoicing
1. Login & Setup your SIS Member Profile
   ➢ What is SIS?
   ➢ Types of Membership & Fees
   ➢ How do I login to SIS?
   ➢ What is my SIS Member Profile?
   ➢ How to receive email alerts and manage SIS users?

2. Managing your SIS Invoices
   ➢ SIS e-Invoicing Calendar
   ➢ How to create and manage SIS Receivable Invoices?
   ➢ Downloading validations
   ➢ How to manage SIS Payable Invoices?

3. SIS Reference Materials & Customer Support
   ➢ Important SIS Reference Materials.
   ➢ Need Help or Training? Contact us!
1. SIS Login & Set Up
What is SIS?

IATA’s Simplified Invoicing and Settlement (SIS) is the highly cost-effective electronic invoicing platform developed by IATA to remove all paper from the invoicing and settlement of industry services.

SIS streamlines business processes by enabling the exchange of electronic data among participating members (Airlines & Suppliers).

The use of a single standard, the IS-XML, simplifies business activity for the industry and allows members to use one invoicing standard.
Types of SIS Memberships?

- SIS Types of Memberships: ISPA, ISUA, TOU
- Who can Send and Receive Invoices?
- What are the Fees?
- User Accesses
## SIS Types of Memberships: ISPA, ISUA, TOU

<table>
<thead>
<tr>
<th>Billing Categories (submission classes)</th>
<th>SIS FOR AIRLINES &amp; INTERMODAL</th>
<th>SIS FOR SUPPLIERS &amp; AIR OPERATORS</th>
<th>SIS FOR INVOICE RECEIVERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAX / CGO / UATP / MISC</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>MSC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MISC</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Sending e-invoices                     | Y                             | Y                                 | N                        |
| Receving e-invoices                   | Y                             | Y                                 | Y                        |
| User Access                            | Unlimited                     | Unlimited                         | One (1) User             |
| ERP Integration                        | Y                             | Y                                 | N                        |
| Data Validation                        | Y                             | Y                                 | Y                        |
| Automated Posting & Reconciliation    | Y                             | Y                                 | N                        |
| Online Functions & Dashboard           | Y                             | Y                                 | N                        |
| Audit Trail                            | Y                             | Y                                 | N                        |
| Fees                                   | Y                             | Y                                 | N                        |
| Payment Status                         | Y                             | Y                                 | Y                        |

### Reference Materials
- ISPA Pricing Schedule
- ISUA Pricing Schedule
- Invoice Receiver user Guide

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Join SIS for Airlines & Intermodal | Join SIS for Suppliers & Air Operators | Join SIS For Invoice Receivers
1. Active SIS users can access SIS directly from the IATA Customer Portal using the “Single-Sign On” SIS icon.
2. Clicking the SIS icon will take the user to the SIS Home Page.
3. Navigate to the relevant modules / screens in SIS.

➢ Billing Categories Pax, Cargo, Misc and UATP
➢ Reports
➢ General
➢ Profile and User Management

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

Video Tutorial: Introduction to IS-WEB
Once logged in to SIS / IS-WEB, you will land on the home page; see the screenshot below.

On the home page, you will see upcoming milestones, alerts, messages and any announcements from the SIS Operations Team.

Click this "Help" button from any SIS screen for help with that specific module.
What is My SIS Member Profile?

❖ How to set up my Member Profile

❖ Location(s) Setting

❖ SIS Member Information, Member Details, Location Details, Bank Details

❖ Validation Settings, Output File(s) Settings, CSV Listings, Daily Payable Bilateral invoices
Set Up your SIS Member Profile

- Your SIS Member Profile allows you to manage the settings of your SIS e-invoicing preferences and optional-use features.
- Navigate to SIS module / screen: “Profile and User Management >> Manage Member Profile”
- For example, you may update / change your company’s logo of your SIS member profile.

Reference Materials
- Video Tutorial: Member Profile & User Permissions
- User Guide Chapter(s): 6.1
- ISPG Chapter(s): 10.1
- Webinar: #03-2020 | 03-Nov-2020
Locations Settings

• You can View, Edit and Add Location(s) in the location Tab

• Can interact with the: Location Details, Output Files, Tax Reporting Locations, Invoice Footer
Set Up your SIS Member Profile

• For example, you can change the input file validation setting, enable output files (including invoice PDFs, supporting documents, and even IS-XML / IS-IDEC output files for automation).

Reference Materials

Video Tutorial: Member Profile & User Permissions
User Guide Chapter(s): 6.1
ISPG Chapter(s): 10.1
Webinar: #03-2020|03-Nov-2020
Check out our webinar on Member Profile Management for additional information!
How to receive email alerts and manage SIS users?

- Creating Contacts and Assigning Email Alerts
- View, Replace or Copy Contact Assignments
- Create and Manage Users
- Manage Users Permissions
Creating Contacts and Assigning Email Alerts

- Contacts are persons that wish to receive important informational and/or processing email alerts related to SIS and Clearing House activities.
- Note: Contacts do not need to be users and must be defined in the “Contacts” tab of your SIS member profile.

Reference Materials

- Video Tutorial: Member Profile & User Permissions
- User Guide Chapter(s): 6.2.3
- ISPG Chapter(s): 10.3
- Webinar: #04-2020 | 25-Nov-2020
View Contact Assignments
Replace Contact Assignments
Copy Contact Assignments

Search Existing Contacts

Actions | First Name | Last Name | Email ID | Staff ID
---|---|---|---|---
Contact1 | TEST | Contact1@test.org | 12345 |
Contact2 | TEST | Contact2@test.org | 67890 |
Contact3 | TEST | Contact3@test.org | 2334455 |
Contact4 | TEST | Contact4@test.org | 114555 |
TEST | Contact | stagingtest2602cos@gmail.com | |

Copy Contact Assignments

Copy Contact Assignments of User
- Contact TEST

New Contact Person
- Contact2 TEST

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

Contact Information
- Email Address: Contact1@test.org
- First Name: Contact1
- Last Name: TEST
- Staff ID: 12345
- Location ID: Please Select
- Postal Code: Please Select
- Phone Number 1: |
- Phone Number 2: |

SIS WEBINAR #01 – 2022 Introduction to SIS
Create and Manage SIS Users

- Users are persons who need to login to SIS / IS-WEB to make use of e-invoicing functionalities and/or features (i.e. manage invoices, run reports, upload/download files, etc.)
- Each user must have a unique email address and can be created via SIS module: “Profile and User Management >> Create Users”.

Reference Materials
- Video Tutorial: [Member Profile & User Permissions](#)
- User Guide Chapter(s): 6.3
- ISPG Chapter(s): 10.2
- Webinar: #04-2020 | 25-Nov-2020
Create and Manage SIS Users

- All users – including permissions assignments – are managed by your SIS member’s “Super-User” (i.e. the SIS administrative user).
- Users may be deactivated/activated, reset their password, or details edited in SIS via module “Profile and User Management >> Manage Users”
- Users may also be assigned to receive email alerts as a Contact in your SIS member profile.
Manage Users Permissions

- New and existing users' permissions can be managed by the SIS member account Super User or any user with the correct permission.
- The Super User has the ability to create Permission Templates to facilitate permission delegation.
- Users only have access to SIS modules they have been given permission to.
Manage Users Permissions

❖ A User given all Permissions can access all parts of SIS

❖ When “Root” is checked the User as ALL possible Permissions in SIS

❖ When a box is checked, the User has ALL possible Permissions within that category (Passenger)

❖ When a box is filled in, partial permission is given in that category
Manage Users Permissions

- Can assign unique permissions to unique individuals
- Can help segregation of duties
Check out our webinar on **Contact & User Management** for additional information!
2. Managing your SIS Invoices
SIS e-Invoicing Calendar

- The SIS e-Invoicing Calendar Report provides the calendar of billing periods with key dates and times for SIS e-invoicing activities.
- This calendar also provides key dates and times for ICH (IATA Clearing House) settlement activities.
- In SIS, it is named the “IS and CH Calendar Report” and can be generated in your local time zone via SIS module: “Reports >> IS and CH Calendar Report”.

Reference Materials:
- User Guide Chapter(s): 5.3.6
- ISPG Chapter(s): 7
- Webinar: #01-2021 | 27-Jan-2021
<table>
<thead>
<tr>
<th></th>
<th>IIS Processing Calendar</th>
<th>ICH Processing Calendar</th>
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<tr>
<td>Submission Open</td>
<td>31-Jan-2022 00:00</td>
<td>31-Jan-2022 00:00</td>
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<tr>
<td>Submission Open</td>
<td>31-Dec-2022 11:00</td>
<td>31-Dec-2022 11:00</td>
</tr>
<tr>
<td>Submission Deadline for IIS Invoices</td>
<td>15-Jan-2023 00:00</td>
<td>15-Jan-2023 00:00</td>
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<tr>
<td>Submission Deadline for ICH Invoices</td>
<td>31-Dec-2022 11:00</td>
<td>31-Dec-2022 11:00</td>
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<tr>
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<td>15-Jan-2023 00:00</td>
<td>15-Jan-2023 00:00</td>
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<td>30-Dec-2022 00:00</td>
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<td>31-Dec-2022 11:00</td>
<td>31-Dec-2022 11:00</td>
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<tr>
<td>Closure Day</td>
<td>31-Jan-2023 00:00</td>
<td>31-Jan-2023 00:00</td>
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<tr>
<td>Advice Day</td>
<td>31-Jan-2023 00:00</td>
<td>31-Jan-2023 00:00</td>
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<tr>
<td>Product Deadlines</td>
<td>31-Jan-2023 00:00</td>
<td>31-Jan-2023 00:00</td>
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<td>Early Call</td>
<td>31-Jan-2023 00:00</td>
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<td>Call Day</td>
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<td>31-Jan-2023 00:00</td>
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<tr>
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<td>31-Jan-2023 00:00</td>
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<td>1-Mar-2023 00:00</td>
<td>1-Mar-2023 00:00</td>
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<tr>
<td>2nd Quarter</td>
<td>1-Mar-2023 00:00</td>
<td>1-Mar-2023 00:00</td>
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<tr>
<td>3rd Quarter</td>
<td>1-Mar-2023 00:00</td>
<td>1-Mar-2023 00:00</td>
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<tr>
<td>4th Quarter</td>
<td>1-Mar-2023 00:00</td>
<td>1-Mar-2023 00:00</td>
</tr>
<tr>
<td>1st Half Year</td>
<td>1-Jun-2023 00:00</td>
<td>1-Jun-2023 00:00</td>
</tr>
<tr>
<td>2nd Half Year</td>
<td>1-Jun-2023 00:00</td>
<td>1-Jun-2023 00:00</td>
</tr>
<tr>
<td>1st Year</td>
<td>1-Jul-2023 00:00</td>
<td>1-Jul-2023 00:00</td>
</tr>
<tr>
<td>2nd Year</td>
<td>1-Jul-2023 00:00</td>
<td>1-Jul-2023 00:00</td>
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<tr>
<td>3rd Year</td>
<td>1-Jul-2023 00:00</td>
<td>1-Jul-2023 00:00</td>
</tr>
<tr>
<td>4th Year</td>
<td>1-Jul-2023 00:00</td>
<td>1-Jul-2023 00:00</td>
</tr>
<tr>
<td>Full Year</td>
<td>1-Jul-2023 00:00</td>
<td>1-Jul-2023 00:00</td>
</tr>
</tbody>
</table>

**SIS and ICH Processing Calendar**

**SIS WEBINAR #01 – 2022 Introduction to SIS**

[Image: SIS and ICH Processing Calendar]

[Image: IATA]
Creating and Managing Receivable Invoices

- Creating Invoices via IS-Web
- Uploading XML/IDEC Files into SIS
- Processing Dashboard
Creating and Managing Receivable Invoices via IS-WEB

1. Create Invoice Header
   • Currency of Listing vs. Currency of Billing

2. Create Invoice Capture/Listing
   • Passenger – Prime Billings (Non-Sampling/Sampling), RM, BM, or CM Captures
   • Cargo – Prime Billings (AWB’s), RM, BM, or CM Captures
   • Miscellaneous – Original, Rejection, Correspondence, Credit Note Captures

3. Validate and Submit
   • From Invoice Creation or Manage Invoice Screens
Creating Receivable Invoice-Passenger

- Passenger >> Receivables >> Create Non-Sampling Invoice
- Complete and Save Invoice Header

Home >> Passenger >> Receivables >> Create Non-Sampling Invoice

Create Non-Sampling Invoice

Header Details

- Billed Member: AX:008-Test Airline
- Invoice Number: TEST123
- Invoice Date: 14-Jun-22
- Billing Year/Month/Period: 2022-Jun-2

- Billed Member’s Location ID: bla-bla-blubb:CN:US
- Currency of Billing: USD
- Digital Signature: N/A

Reference Materials
- IS-Web Tutorial Videos-Pax Billings
- Webinar #04-2021 | 02-Jun-2021
Creating Receivable Invoice-Passenger

- Select Options Below: Select Prime Coupon Billings, Rejection, Billing Memos.
Creating Receivable Invoice-Passenger

❖ Add the required information
Creating Receivable Invoice-Passenger

- Validate the invoice
Creating Receivable Invoice-Passenger

- Check the validation error and correct
Creating Receivable Invoice - Passenger

- Passenger >> Receivables >> Manage Invoice
- Submit Invoice
Managing Receivable Invoice - Miscellaneous

- Miscellaneous >> Receivables >> Create Invoice Header

Reference Materials
- IS-Web Tutorial Videos - Misc Billings
- Webinar #04-2021 | 02-Jun-2021
Managing Receivable Invoice-Miscellaneous

- Miscellaneous >> Receivables >> Edit Miscellaneous Invoice >> Create Line Item

![Reference Materials](#)
- IS-Web Tutorial Videos-Misc Billings
- Webinar #04-2021 | 02-Jun-2021

SIS WEBINAR #01 – 2022 Introduction to SIS
Managing Receivable Invoice - Miscellaneous

- Miscellaneous >> Receivables >> Add Line Item Detail

### Create Line Item Detail

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice Number</td>
<td>Test789</td>
</tr>
<tr>
<td>Invoice Status</td>
<td>Open</td>
</tr>
<tr>
<td>Invoice Date</td>
<td>16-Jun-2022</td>
</tr>
<tr>
<td>Billing Period</td>
<td>Jan 2022</td>
</tr>
<tr>
<td>Billing Account</td>
<td>AR-008</td>
</tr>
<tr>
<td>Charge Category</td>
<td>Finance</td>
</tr>
<tr>
<td>Billing Amount</td>
<td>USD 11,000</td>
</tr>
<tr>
<td>Line Item Number</td>
<td>1</td>
</tr>
<tr>
<td>Quantity</td>
<td>1</td>
</tr>
<tr>
<td>Description</td>
<td>Text invoice</td>
</tr>
<tr>
<td>Service Start Date</td>
<td>01-Jun-22</td>
</tr>
<tr>
<td>Service End Date</td>
<td>30-Jun-22</td>
</tr>
<tr>
<td>Product ID</td>
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<tr>
<td>Minimum Quantity</td>
<td></td>
</tr>
<tr>
<td>Line Item Detail</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>Quantity</td>
<td>1</td>
</tr>
<tr>
<td>UOM Code</td>
<td>EA</td>
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<tr>
<td>Unit Price</td>
<td>11.9000</td>
</tr>
<tr>
<td>Add/Charge Discount</td>
<td>0.0000</td>
</tr>
<tr>
<td>Location Code</td>
<td>YUL</td>
</tr>
<tr>
<td>Line Total</td>
<td>11,000</td>
</tr>
</tbody>
</table>

### Reference Materials

- **IS-Web Tutorial Videos - Misc Billings**
- **Webinar #04-2021 | 02-Jun-2021**
Managing Receivable Invoice-Miscellaneous

- Miscellaneous >> Receivables >> LI and LID created

Reference Materials
- IS-Web Tutorial Videos-Misc Billings
- Webinar #04-2021 | 02-Jun-2021

SIS WEBINAR #01 – 2022 Introduction to SIS
Managing Receivable Invoice-Miscellaneous

- Miscellaneous >> Receivables >> Validate Invoice
Managing Receivable Invoice-Miscellaneous

- Miscellaneous >> Receivables >> Submit Invoice
Managing Receivable Invoice-Miscellaneous

- Miscellaneous >> Receivables >> Manage Invoice / Document Search
Check out our webinar on **Working with IS-WEB** for additional information!
IS-XML / IS-IDEC Input Files

➢ SIS Members have 2 options of file formats to upload invoices in SIS
   ➢ IS-XML
   ➢ IS-IDEC

➢ Each IS-IDEC or IS-XML needs to be a compressed file and the ZIP archive should contain only one file.

➢ The complete ISPG package contains the IS-IDEC and IS-XML structures, XSD files, and sample files.

➢ Members should test their files in Sandbox prior to uploading to SIS Production as a best practice to avoid validation errors in SIS Production.
Uploading IS-XML / IS- IDEC Files to SIS

• SIS invoices/credit notes must be created for the relevant billing category (Passenger, Cargo, or Miscellaneous) in accordance with IATA RAM rules and SIS standards.

Reference Materials
- User Guide Chapter(s): 1, 2, 3 and 4
- ISPG Chapter(s): 3, 4, 5 and 6
- Webinar: #04-2021|02-Jun-2021
Check out our webinar on Working with SIS Files: IS-XML and IS-IDEC for additional information!
Download & Understand Validation Reports

- Where to Download Validation Reports
  - Invoice Error Handling
- How to interpret the Validation Reports
- How to Correct and Resubmit Failed Invoices
Where to Download Validation Reports

Download File

Search Criteria

 Billing Month From:  Dec  
 Billing Period From:  1  
 File Type:  Validation/sanity check reports for IS-IDEC4/S-XML  
 Billing Month To:  Dec  
 Billing Period To:  4  
 Billing Year:  2020  
 Location ID:  Main  

Search

Search Criteria for Daily MISC Bilateral Files to Billed Members/Document Package Files to Sending or Receiving Members:

* Delivery Date From:  14-Jan-21  
* Delivery Date To:  14-Jan-21  
 File Type:  All  
* Location ID:  Main  

Search
How to interpret the Validation Reports

### Validation Report Examples

#### MXMLF-00820201201201201210020737_VAL_R1.csv

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Compressed Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>MXMLF-00820201201201201210020737_VAL_R1.CSV</td>
<td>Microsoft Excel Comma Series</td>
<td>1 KB</td>
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</tbody>
</table>

#### MXMLF-0082020120420210108174333_VAL.zip

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<thead>
<tr>
<th>Name</th>
<th>Date Modified</th>
<th>Type</th>
<th>Size</th>
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</thead>
<tbody>
<tr>
<td>MXMLF-0082020120420210108174333_VAL_R1.CSV</td>
<td>08-Jan-21 1:57 PM</td>
<td>Microsoft Excel Comma Series</td>
<td>1 KB</td>
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<tr>
<td>MXMLF-0082020120420210108174333_VAL_R2.CSV</td>
<td>08-Jan-21 1:57 PM</td>
<td>Microsoft Excel Comma Series</td>
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</tbody>
</table>

### Validation Report Details

<table>
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<tr>
<th>Billing File Name</th>
<th>Billing File Submission</th>
<th>Billed Entity</th>
<th>Invoice Number</th>
<th>MISC Char</th>
<th>Error Code</th>
<th>Error Level</th>
<th>Field Name</th>
<th>Field Value</th>
<th>Error Description</th>
<th>Error Status</th>
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</thead>
<tbody>
<tr>
<td>MXMLF-0082020120420210108174333.xml</td>
<td>Test</td>
<td>SD00000123</td>
<td>Finance</td>
<td>BMISC_10 Invoice</td>
<td>Billing Date</td>
<td>201204</td>
<td>Invalid billing period. Valid for leX</td>
<td>201204</td>
<td>Invalid billing period. Valid for leX</td>
<td></td>
</tr>
<tr>
<td>MXMLF-0082020120420210108174333.xml</td>
<td>Test</td>
<td>SD00000124</td>
<td>Finance</td>
<td>BMISC_10 Invoice</td>
<td>Billing Date</td>
<td>201204</td>
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<td>201204</td>
<td>Invalid billing period. Valid for leX</td>
<td></td>
</tr>
</tbody>
</table>
How to Check Uploaded Input File Status

IS Processing Dashboard

<table>
<thead>
<tr>
<th>Invoice Status</th>
<th>Billing File Status</th>
<th>Document Package Status</th>
</tr>
</thead>
</table>

Search Criteria
- Quick Search
- Detail Search

Billing Period
- Current
- Previous

Search Results

<table>
<thead>
<tr>
<th>File Generated Date</th>
<th>File Name</th>
<th>Billing Category</th>
<th>Billing Member</th>
<th>Billing Member Name</th>
<th>File Format</th>
<th>Received by IS</th>
<th>File Status</th>
<th>File Progress Status</th>
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<td>Miscellaneous</td>
<td>XB-008</td>
<td>Test Airline</td>
<td>ISXML-Inbound</td>
<td>18-Jun-21 13:52</td>
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<td>16-Jun-21 16:07</td>
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<td>16-Jun-21 20:02</td>
<td>Successfully Validated</td>
<td></td>
</tr>
</tbody>
</table>

Mark for Late Submission | Increment Billing Period | Download | Delete
How to Rename and Resubmit Corrected Files

➢ In case of Passenger and Cargo IS-IDEF input files
  Compressed (39 characters)
  **AIDECF BBBCCCCCCCCTTTTTTTTTTTTTTTTT.ZIP**

➢ In case of Passenger, Cargo, Miscellaneous and UATP IS-XML input files
  Compressed (38 characters)
  **AXMLF-BBBCCCCCCCCTTTTTTTTTTTTTTTT.T.ZIP**

Reference Materials:
- ISPG Chapter(s): 12
- Webinar: #05-2021|07-Jul-2021
Upload Input Files to SIS

*Files can also be uploaded to SIS via iiNET SFTP*

* SIS Files (Input & Output) Interfacing & Naming Conventions: ISPG Chapter 12 *
Input File Validation Process

Sanity Check

- Failed
- Passed

Detail Validation

- Failed
- Passed

Error Status in R2
- Z - Sanity Check Error
- X - Error-Non-Correctable
- C - Error-Correctable
- W - Warning
Manage Receivable Invoices

- All your receivable invoices can be managed in SIS via module “Reports >> Processing Dashboard” or the Receivable Modules for each Billing Category in SIS / IS-WEB.
Managing Payable Invoices

- Manage Payable Invoices
- Output Files for Payable Invoices
- MISC Daily Bilateral Invoice Delivery
Manage Payable Invoices

- Payable invoices will be available in the Payable Modules for each billing category (Passenger, Cargo, or Miscellaneous) **at the end of each SIS billing period** (Billing Output Generation Day).
- You will need to navigate to the relevant billing category’s payable SIS module and use the action buttons to view / download / reject an invoice.
- For example: “Passenger >> Payables >> Invoice Search”.

![Invoice Search](image)
Output Files for Payable Invoices

- Invoice pdf’s, listings, and supporting documents may also be downloaded in a single output file at the end of each billing period. These are referred to as “Offline Archive Files” and can be retrieved in SIS via module “General >> File Management >> Download File”.
- Payable invoices may also be downloaded in IS-XML / IS-IDEC output file formats for automation.

Reference Materials
- Video Tutorial: Billings by Category
- User Guide Chapter(s): 1, 2, 3, 4 and 5
- ISPG Chapter(s): 3, 4, 5 and 6
- Webinar: #01-2021 | 27-Jan-2021
### MISC Daily Bilateral Invoice Delivery

#### Search Criteria
- **Delivery Date From**: 01-Apr-22, 19-May-22
- **Billing Member**: All
- **Charge Category**: All
- **SMI**: All
- **Location**: 

#### Search Results

<table>
<thead>
<tr>
<th>Actions</th>
<th>Delivery Date</th>
<th>Billed Member</th>
<th>Billed Member’s Location ID</th>
<th>Transaction Type</th>
<th>Invoice/Credit Note Number</th>
<th>Charge Category</th>
<th>SMI</th>
<th>Billing Currency</th>
<th>Billing Amount</th>
<th>Payment Status as per Billing Member</th>
<th>Payment Status as per Billed Member</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>16-May-22</td>
<td>3</td>
<td>Original Invoice</td>
<td></td>
<td></td>
<td>Airport</td>
<td>BILATERAL</td>
<td>GBP</td>
<td></td>
<td>Viewed</td>
<td>Viewed</td>
</tr>
<tr>
<td></td>
<td>17-May-22</td>
<td>3</td>
<td>Original Invoice</td>
<td></td>
<td></td>
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<td></td>
<td>Viewed</td>
<td>Viewed</td>
</tr>
</tbody>
</table>

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SIS WEBINAR #01 – 2022 Introduction to SIS
## MISC Daily Bilateral Invoice Delivery

### Member Profile

**Manage Member**

<table>
<thead>
<tr>
<th>Validateations</th>
<th>Online Correction Allowed</th>
<th>Supporting Documents</th>
<th>Future Billings Submissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rejection on Validation Error:</td>
<td>Online Correction Allowed:</td>
<td>Additional File Types Accepted:</td>
<td>Future Billing Submissions Allowed:</td>
</tr>
<tr>
<td>Allow Resubmission of Failed Invoices:</td>
<td></td>
<td>[txt, rtf, csv, pdf, xml]</td>
<td></td>
</tr>
</tbody>
</table>

### Output Files:

<table>
<thead>
<tr>
<th>Billed Invoices:</th>
<th>Billing Invoices Submitted On Behalf of the Member:</th>
<th>MISC Document Packages:</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS-XML: [Edit]</td>
<td>[Edit]</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Daily Payment Updates for Receivables Invoices:</th>
<th>Daily Payment Updates for Payables Invoices:</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

### CSV Listings:

<table>
<thead>
<tr>
<th>CSV listing required as a Billing Entity:</th>
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</tr>
</thead>
<tbody>
<tr>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

### Daily Payables Bilateral Invoices:

<table>
<thead>
<tr>
<th>Daily Delivery in IS-WEB:</th>
<th>Daily Offline Archive Outputs:</th>
<th>Daily IS-XML Files:</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

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SIS WEBINAR #01 – 2022 Introduction to SIS
Check out our webinar on **Output Files and Reports** for additional information!
3. SIS Reference Materials & Customer Support
SIS Reference Materials

The following are important documents to reference when using SIS. These materials are available on our website at www.iata.org/sis and are updated regularly to reflect any system or validation changes.

✓ **Standard Agreement for SIS Participation** – sample agreement in pdf format.
✓ **Sign Up and Certification Guide** – user guide for SIS-iiNET connectivity, input billing file testing and certification processes for SIS.
✓ **SIS Participation Guide (ISPG)** – SIS technical guides and standards with sample files.
✓ **Sample Files** – sample files (input and output) to support testing and/or automation.
✓ **SIS User Guide** – user guide to help users with SIS / IS-WEB.
✓ **SIS Video Tutorials** – video clips to help users with basic functionalities in SIS / IS-WEB.
✓ **Revenue Accounting Manual (RAM)** – industry e-invoicing rules that are validated in SIS.
✓ **SIS Media** – important SIS industry communications (bulletins, updates and events).
✓ **SIS Webinars** – industry-wide support videos to help you make the most of using SIS.
✓ **SIS Member List** – weekly list of active SIS members that you may e-invoice with.
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
The Internet Explorer 11 ("IE 11") desktop application has been retired on **June 15, 2022**, after which the IE 11 browser will no longer be upgraded and maintained by Microsoft.

SIS / IS-WEB will be disabled for use on any version of Microsoft’s Internet Explorer browser, inclusive of version 11, effective **Monday 15th August 2022**.

You are encouraged to migrate your use of SIS / IS-WEB from Internet Explorer to the latest version of a different browser such as Google Chrome or Mozilla Firefox. Please consult with your internal I.T. support for assistance with migrating to a new browser.
SIS Reference Materials
www.iata.org/sis

- ‘Support’ Tab
- SIS Testing & User Guide
- Computer-Based Training
- Reference Documentation
- ‘Documents’ Tab
- Technical Standards (ISPG, etc.)
- Sample Files
- Major Releases Notes
- ‘Webinars’ Tab
- Industry Webinar Videos

and many more resources!
Post in Q&A box