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IATA Legal Reminders

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Agenda

General Search of Invoice numbers.

Customize the Number of Records in search results.

Update your company's addresses for your locations around the world.

Update your company's addresses for your locations around the world.

How to know the deadlines to send and receive invoices.

Create unlimited number of usernames.

How to receive important SIS alerts.

Check the statuses of submitted invoices and delete the failed.

Generate key reports to support your SIS billing operations.

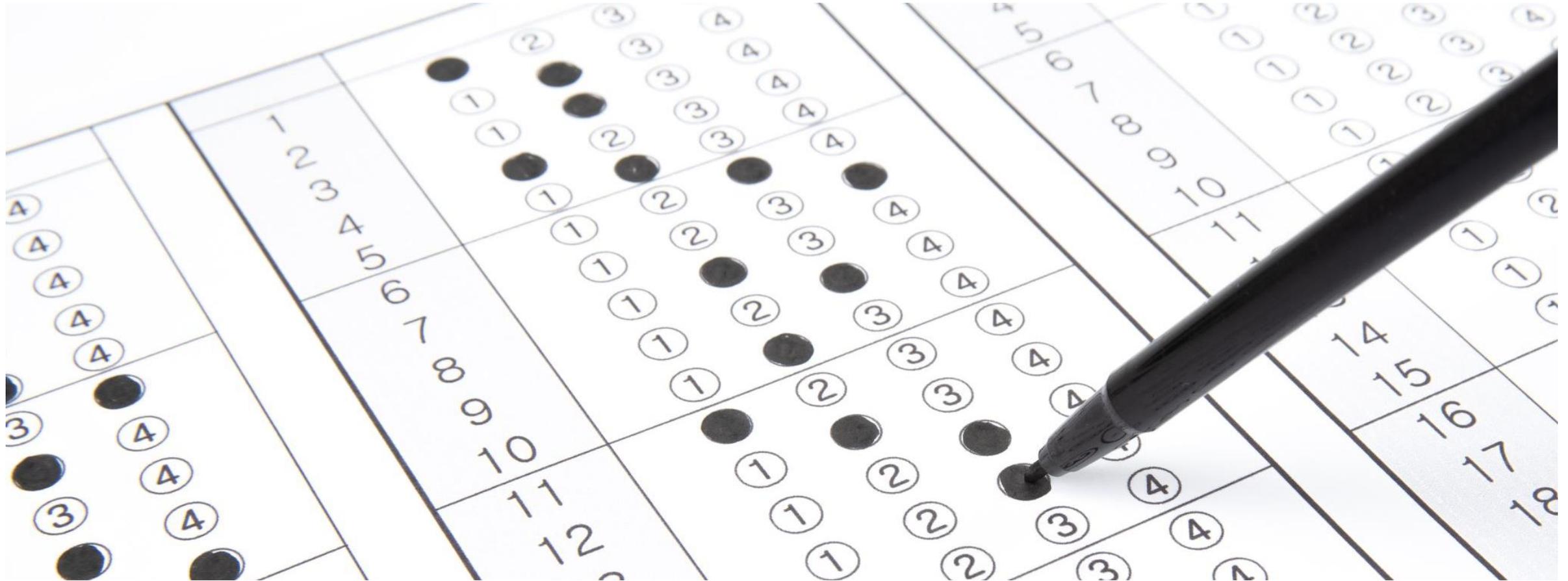
Assign a username to receive Miscellaneous Invoices for your specific location only.

Assign a default location for your Misc invoices.

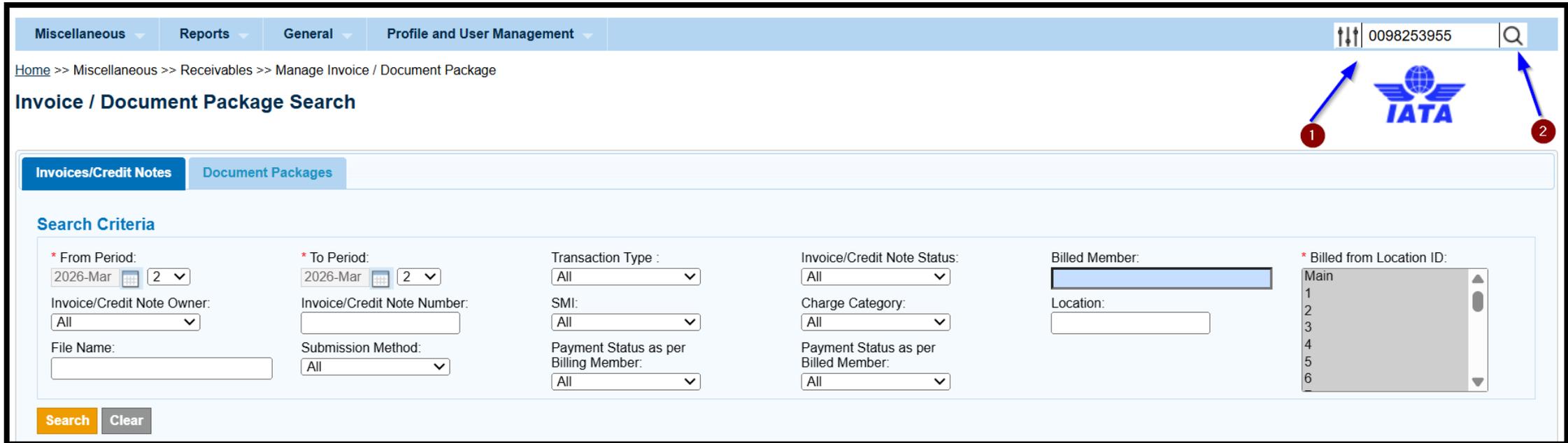
Update the statuses of your invoices.

Integrate and automate SIS invoice data files with your ERP.

General Search of Invoice Numbers



General Search of Invoice Numbers



General Search of Invoice Numbers

Miscellaneous ▾ Reports ▾ General ▾ Profile and User Management ▾ ↑↓↑ 0098253955

[Home](#) >> Miscellaneous >> Receivables >> Manage Invoice / Document Package

Invoice / Document Package Search



Invoices/Credit Notes | Document Packages

Search Criteria

* From Period: 2026-Mar <input type="text" value="2"/>	* To Period: 2026-Mar <input type="text" value="2"/>	Transaction Type : All ▾	Invoice/Credit Note Status: All ▾	Billed Member: <input type="text"/>	* Billed from Location ID: Main 1 2 3 4 5 6
Invoice/Credit Note Owner: All ▾	Invoice/Credit Note Number: <input type="text"/>	SMI: All ▾	Charge Category: All ▾	Location: <input type="text"/>	
File Name: <input type="text"/>	Submission Method: All ▾	Payment Status as per Billing Member: All ▾	Payment Status as per Billed Member: All ▾		

Search **Clear**

Search Results

Actions	Billing Period	Billed Member	Billing Member's Location ID	Invoice/Credit Note Owner	Transaction Type	Invoice/Credit Note Number	Invoice/Credit Note Status	Charge Category	SMI	Billing Currency
<input type="checkbox"/> 	Mar 2026 P2	MEMBER	39	SYSTEM USER	Original Invoice	0098253955	MEMBER	Service Provider	B	USD



Customize the Number of Records in Search Results



Customize the Number of Records in Search Results

The screenshot shows the top navigation bar of the SIS application. On the left, there are menu items: "Miscellaneous", "Reports", "General", and "Profile and User Management". On the right, there is a search bar labeled "Search an Invoice" and the IATA logo. The user's name "Phongsavath Phongsavath" is visible in the top right corner, along with a "Help" button and notification counts for Alerts (0) and Messages (0). A red circle with the number "1" is placed over the "Profile and User Management" menu item, with a mouse cursor pointing to it.

The screenshot shows the "Modify User" form. The form contains various input fields for user details, including Salutation, First Name, Last Name, Email Address, Position Title, Staff ID, Division, Department, Telephone, Mobile, Fax, SITA Address, and Secondary User. Below these fields, there is a "Members" section for "IATA MONTREAL" with fields for Location ID, Address 1, Address 2, Address 3, City Name, Postal Code, Country Name, and Subdivision Name. A blue box highlights the "Default Records per Grid Page" dropdown menu, which is currently set to "Please Select". A blue arrow points to this dropdown menu.



Customize the Number of Records in Search Results

The image shows a user profile form with various fields. A dropdown menu is open, showing options for the number of records per page: 5, 10, 15, 20, 50, 100, 150, 200, 500, and 500. The 500 option is highlighted in blue. A blue arrow points from the highlighted option to the 'Page:' label. Another blue arrow points from the bottom left of the form to the 'Save User Details' button.

SITA Address:

Members:
IATA MONTREAL

Location ID:
Main

Address 1:
SS135-800 rue du Square-Victoria

City Name:
MONTREAL

Help Text Language:
English

Address 2:

Address 3:

Country Name:
CANADA

Subdivision Name:

Page:

[View Own Permission](#)

[View Own Location Association](#)

[Save User Details](#)

Customize the Number of Records in Search Results

Home > Reports >> Processing Dashboard

IS Processing Dashboard

[Invoice Status](#) | [Billing File Status](#) | [Document Package Status](#) | [Simplified Invoices Status](#) | [Simplified Invoices File Status](#)

Search Criteria

Quick Search Detail Search

Clearance Year: 2026
 Clearance Month: Mar
 Period: All
 Billing Member:
 Billed Member:
 Clearance Type: All
 Billing Category: All
 Invoice No.:
 Invoice Status: All
 Unique Invoice No.:
 Submission Method: All
 Daily Delivery Status: All
 Show Claim Failed cases only:
 Period Type:
 Billing Period:

Search

Search Results

Actions	Billing Period	SMI	Billing Member	Billing Member Name	Billing Mem. Loc.	Billed Member	Billed Member Name	Billed Mem. Loc.	Invoice Status	Invoice No.	Invoice Date	Billing Category	Invoice Curr.	Invoice Amount	Clearance Curr.	Clearance Amount	Suspended / LateSubmitted	Email S
<input type="checkbox"/>	2026-Mar-02	B							Ready for Billing		28 Feb 2026	Miscellaneous	EUR	198.250		0.000		
<input type="checkbox"/>	2026-Mar-02	I							Error - Non-Correctable		13 Mar 2026	Passenger	USD	1,260.460	USD	1,260.460		
<input type="checkbox"/>	2026-Mar-02	I							Claimed		28 Feb 2026	Miscellaneous	USD	27,628.080	USD	27,628.080		
<input type="checkbox"/>	2026-Mar-02	I							Claimed		13 Mar 2026	Passenger	USD	262.400	USD	262.400		
<input type="checkbox"/>	2026-Mar-02	I							Open		12 Mar 2026	Cargo	USD	100.000	USD	100.000		
<input type="checkbox"/>	2026-Mar-02	I							Claimed		10 Mar 2026	Miscellaneous	USD	29,552.850	USD	29,552.850		
<input type="checkbox"/>	2026-Mar-02	I							Claimed		13 Mar 2026	Miscellaneous	USD	51.000	USD	51.000		
<input type="checkbox"/>	2026-Mar-02	I							Claimed		14 Mar 2026	Passenger	USD	44.980	USD	44.980		
<input type="checkbox"/>	2026-Mar-02	I							Claimed		28 Feb 2026	Miscellaneous	USD	1,670.630	USD	1,670.630		
<input type="checkbox"/>	2026-Mar-02	S							Ready for Billing		13 Mar 2026	Miscellaneous	INR	3,925,456.380		0.000		
<input type="checkbox"/>	2026-Mar-02	I							Claimed		13 Mar 2026	Passenger	USD	-6,188.070	USD	-6,188.070		

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How to know the deadlines to send and receive invoices



How to know the deadlines to send and receive invoices

The screenshot shows the IATA SIS web application interface. At the top, there is a navigation bar with tabs for 'Miscellaneous', 'Reports', 'General', and 'Profile and User Management'. A search bar on the right contains the text 'Search an Invoice' and a magnifying glass icon. Below the navigation bar, the 'Reports' menu is expanded, displaying a list of report options. A blue arrow points to the 'IS and CH Calendar Report' option, which is highlighted in grey. Another blue arrow points to the 'Reports' tab in the navigation bar. The IATA logo is visible in the top right corner of the application area.

Miscellaneous	Reports	General	Profile and User Management
	Processing Dashboard		
	SIS Usage Report		
	SIS IS-WEB Usage Report		
	Member/Contact Report		
	SIS Users Report		
	IS and CH Calendar Report		
	Invoice Deletion Audit Trail Report		
	Invoice Reference Data		
	Financial Controller		
	Passenger		
	Miscellaneous		
	E-Invoicing Report		
	Simplified Invoice Voided Invoices Report		
	Download Offline Reports		



How to know the deadlines to send and receive invoices

Home >> Reports >> IS and CH Calendar Report

IS and CH Calendar Report

Search Criteria

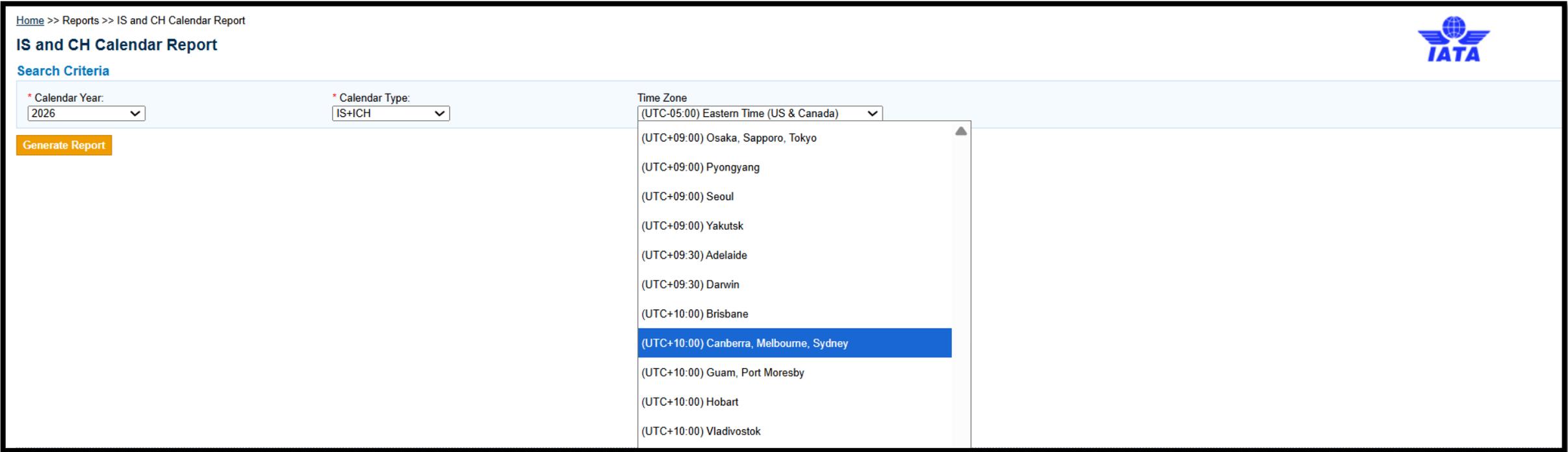
* Calendar Year: 2026

* Calendar Type: IS+ICH

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Generate Report

- (UTC+09:00) Osaka, Sapporo, Tokyo
- (UTC+09:00) Pyongyang
- (UTC+09:00) Seoul
- (UTC+09:00) Yakutsk
- (UTC+09:30) Adelaide
- (UTC+09:30) Darwin
- (UTC+10:00) Brisbane
- (UTC+10:00) Canberra, Melbourne, Sydney**
- (UTC+10:00) Guam, Port Moresby
- (UTC+10:00) Hobart
- (UTC+10:00) Vladivostok



How to know the deadlines to send and receive invoices

IS and CH Calendar Report

Search Criteria: Calendar Year:2026, Calendar Type:IS and ICH, Time Zone:(UTC-05:00) Eastern Time (US and Canada)

IS Processing Calendar								ICH 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	Closure Day	Advice Day	Protest Deadline	Early Call Day	Call Day	Settlement Day (Associated Members)	Suspension Day	
January-2026	1	06-Jan 0:00	25-Dec 13:00	12-Jan 17:00	12-Jan 17:00	14-Jan 23:00	14-Jan 0:00	12-Jan 17:00	13-Jan 17:00	15-Apr 0:00	20-Apr 11:00	20-Apr 17:00	22-Apr 17:00	24-Apr 17:00	26-Jan 17:00
	2	13-Jan 0:00	25-Dec 13:00	20-Jan 17:00	20-Jan 17:00	22-Jan 23:00	22-Jan 0:00	20-Jan 17:00	21-Jan 17:00	23-Jan 23:00	28-Jan 0:00	28-Jan 17:00	02-Feb 17:00	03-Feb 17:00	03-Feb 17:00
	3	21-Jan 0:00	25-Dec 13:00	26-Jan 17:00	26-Jan 17:00	28-Jan 23:00	28-Jan 0:00	26-Jan 17:00	27-Jan 17:00	29-Jan 23:00	03-Feb 0:00	03-Feb 17:00	06-Feb 17:00	09-Feb 17:00	09-Feb 17:00
	4	27-Jan 0:00	25-Dec 13:00	05-Feb 17:00	05-Feb 17:00	09-Feb 23:00	09-Feb 0:00	05-Feb 17:00	06-Feb 17:00	09-Feb 23:00	14-Feb 0:00	14-Feb 17:00	19-Feb 17:00	20-Feb 17:00	20-Feb 17:00
February-2026	1	06-Feb 0:00	25-Jan 13:00	12-Feb 17:00	12-Feb 17:00	16-Feb 23:00	16-Feb 0:00	12-Feb 17:00	13-Feb 17:00	15-Mar 0:00	20-Mar 11:00	20-Mar 17:00	22-Mar 17:00	24-Mar 17:00	26-Feb 17:00
	2	13-Feb 0:00	25-Jan 13:00	19-Feb 17:00	19-Feb 17:00	23-Feb 23:00	23-Feb 0:00	19-Feb 17:00	20-Feb 17:00	23-Feb 23:00	28-Feb 0:00	28-Feb 17:00	02-Mar 17:00	05-Mar 17:00	05-Mar 17:00
	3	20-Feb 0:00	25-Jan 13:00	26-Feb 17:00	26-Feb 17:00	02-Mar 23:00	02-Mar 0:00	26-Feb 17:00	27-Feb 17:00	02-Mar 23:00	07-Mar 0:00	07-Mar 17:00	11-Mar 17:00	12-Mar 17:00	12-Mar 17:00
	4	27-Feb 0:00	25-Jan 13:00	05-Mar 17:00	05-Mar 17:00	09-Mar 23:00	09-Mar 0:00	05-Mar 17:00	06-Mar 17:00	09-Mar 23:00	14-Mar 0:00	14-Mar 17:00	18-Mar 17:00	19-Mar 17:00	19-Mar 17:00
March-2026	1	06-Mar 0:00	25-Feb 13:00	12-Mar 17:00	12-Mar 17:00	16-Mar 23:00	16-Mar 0:00	12-Mar 17:00	13-Mar 17:00	15-Apr 0:00	20-Apr 11:00	20-Apr 17:00	22-Apr 17:00	24-Apr 17:00	26-Mar 17:00
	2	13-Mar 0:00	25-Feb 13:00	19-Mar 17:00	19-Mar 17:00	23-Mar 23:00	23-Mar 0:00	19-Mar 17:00	20-Mar 17:00	23-Mar 23:00	28-Mar 0:00	28-Mar 17:00	01-Apr 17:00	02-Apr 17:00	02-Apr 17:00
	3	20-Mar 0:00	25-Feb 13:00	26-Mar 17:00	26-Mar 17:00	30-Mar 23:00	30-Mar 0:00	26-Mar 17:00	27-Mar 17:00	30-Mar 23:00	04-Apr 0:00	04-Apr 17:00	09-Apr 17:00	10-Apr 17:00	10-Apr 17:00
	4	27-Mar 0:00	25-Feb 13:00	06-Apr 17:00	06-Apr 17:00	08-Apr 23:00	08-Apr 0:00	06-Apr 17:00	07-Apr 17:00	08-Apr 23:00	13-Apr 0:00	13-Apr 17:00	17-Apr 17:00	20-Apr 17:00	20-Apr 17:00
April-2026	1	07-Apr 0:00	25-Mar 14:00	13-Apr 17:00	13-Apr 17:00	15-Apr 23:00	15-Apr 0:00	13-Apr 16:00	13-Apr 17:00	15-Apr 0:00	20-Apr 11:00	20-Apr 17:00	22-Apr 17:00	24-Apr 17:00	27-Apr 17:00
	2	14-Apr 0:00	25-Mar 14:00	20-Apr 17:00	20-Apr 17:00	22-Apr 23:00	22-Apr 0:00	20-Apr 16:00	20-Apr 17:00	22-Apr 23:00	27-Apr 0:00	27-Apr 17:00	01-May 17:00	02-May 17:00	02-May 17:00
	3	21-Apr 0:00	25-Mar 14:00	26-Apr 17:00	26-Apr 17:00	30-Apr 23:00	30-Apr 0:00	26-Apr 17:00	27-Apr 17:00	30-Apr 23:00	03-May 0:00	03-May 17:00	07-May 17:00	08-May 17:00	08-May 17:00
	4	28-Apr 0:00	25-Mar 14:00	03-May 17:00	03-May 17:00	05-May 23:00	05-May 0:00	03-May 17:00	04-May 17:00	05-May 23:00	09-May 0:00	09-May 17:00	13-May 17:00	14-May 17:00	14-May 17:00



Update your company's addresses for your locations around the world



Update your company's addresses for your locations around the world

Home >> Profile and User Management >> Create / View / Manage Member Profile **1**

Member Profile

Manage Member

Member Name: XB-A89-IATA MONTREAL

Member Details **Locations** Contacts e-Billing Passenger Cargo Miscellaneous UATP ICH AC

Search Existing Location:

Please Select **2**

- 93-Montreal-US Nevada
- 94-Montreal-US New Jersey
- 95-Montreal-US New York
- 96-Montreal-US North Carolina
- 97-Montreal-US Ohio
- 98-Montreal-US Oklahoma
- 99-Montreal-US Pennsylvania
- 100-Montreal-US South Carolina
- 101-Montreal-US Tennessee
- 102-Montreal-US Texas
- 103-Montreal-US Virginia
- 104-Montreal-US Washington
- 105-Montreal-US Wisconsin
- 106-Montreal

* Member Commercial Name:

Address Line2:

Location Name:

UATP Location:

Show Ph. # on Invoices:

iiNet Account ID for this Location:

If an iiNet Account ID is not defined, they will be delivered to the Main Miscellaneous iiNet Account

Please select a country to define API details. Based on the country

Password:

Home >> Profile and User Management >> Create / View / Manage Member Profile

Member Profile

Manage Member

Member Name: XB-A89-IATA MONTREAL

Member Details **Locations** Contacts e-Billing Passenger Cargo Miscellaneous UATP ICH ACH Technical SIS Ops Email Parameters

Search Existing Location:

Please Select

1

Location Details

* Member Legal Name:

* Member Commercial Name:

Company Registration ID:

Tax/VAT Registration #:

Add. Tax/VAT Registration #:

* Address Line1: **2**

Address Line2:

Postal Code:

* City Name:

Location Name:

Address Line3:

UATP Location:

Other Location Type:

* Country Name:

Active:

General Terms Document:

Subdivision Name:

Phone Number:

Show Ph. # on Invoices:

Email Address:

Miscellaneous Output Files Specific to this Location

Files Specific to this Location Required:

iiNet Account ID for this Location:

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)



Assign a username to receive Miscellaneous invoices for your specific location only



Assign a username to receive Miscellaneous invoices for your specific location only

SIS Simplified Invoicing and Settlement

Passenger Cargo Miscellaneous UATP Reports General Profile and User Management

Home >> Profile and User Management >> Manage Location Associations

Manage Location Associations

* User / Contact:

- e27teststaging@gmail.com
- test@aaairline.com
- testemail@test.com
- uatptestlanguages@gmail.com

Manage Member Profile

Create Users

Manage Users

Manage User Permissions

View Profile Changes

Manage Location Associations



For example,

user/ contact is based in Europe and only wish to receive notification alerts for location for specific locations.

SIS Simplified Invoicing and Settlement

Passenger Cargo Miscellaneous UATP Reports General Profile and User Management

Home >> Profile and User Management >> Manage Location Associations >> Modify Location Association

Modify Location Association

User / Contact : test@aaairline.com

Location Association Type:

- None
- All Location IDs
- Specific Location IDs

Unassociated Location IDs:

- Main-Montreal-CA
- 1-Madrid-ES
- 2-Paris-FR
- 3-Kuala Lumpur-MY
- 4-Warsaw-PL

Associated Location IDs:

Save Cancel

SIS Simplified Invoicing and Settlement

Passenger Cargo Miscellaneous UATP Reports General Profile and User Management

Home >> Profile and User Management >> Manage Location Associations >> Modify Location Association

Modify Location Association

User / Contact : test@aaairline.com

Location Association Type:

- None
- All Location IDs
- Specific Location IDs

Unassociated Location IDs:

- Main-Montreal-CA
- 3-Kuala Lumpur-MY

Associated Location IDs:

- 1-Madrid-ES
- 2-Paris-FR
- 4-Warsaw-PL

Save Cancel

Create unlimited number of usernames



Create unlimited number of usernames

SIS Simplified Invoicing and Settlement Welcome Test user Test

Passenger Cargo Miscellaneous UATP Reports General Profile and User Management

Home >> Profile and User Management >> Create Users

Create Users
Use the form below to create new User. All required fields are marked (*)

Manage Member Profile
Create Users
Manage Users
Manage User Permissions
View Profile Changes
Manage Location Associations

Salutation: *First Name: *Last Name: *Email Address:

Position Title: Staff ID: Division: Department:

Telephone 1: Telephone 2: Mobile: Fax:

SITA Address: Secondary User:

Location ID: Address 1: Address 2: Address 3:

City Name: Postal Code: Country Name: Subdivision Name:

Help Text Language: Default Records per Grid Page:

Save User Details

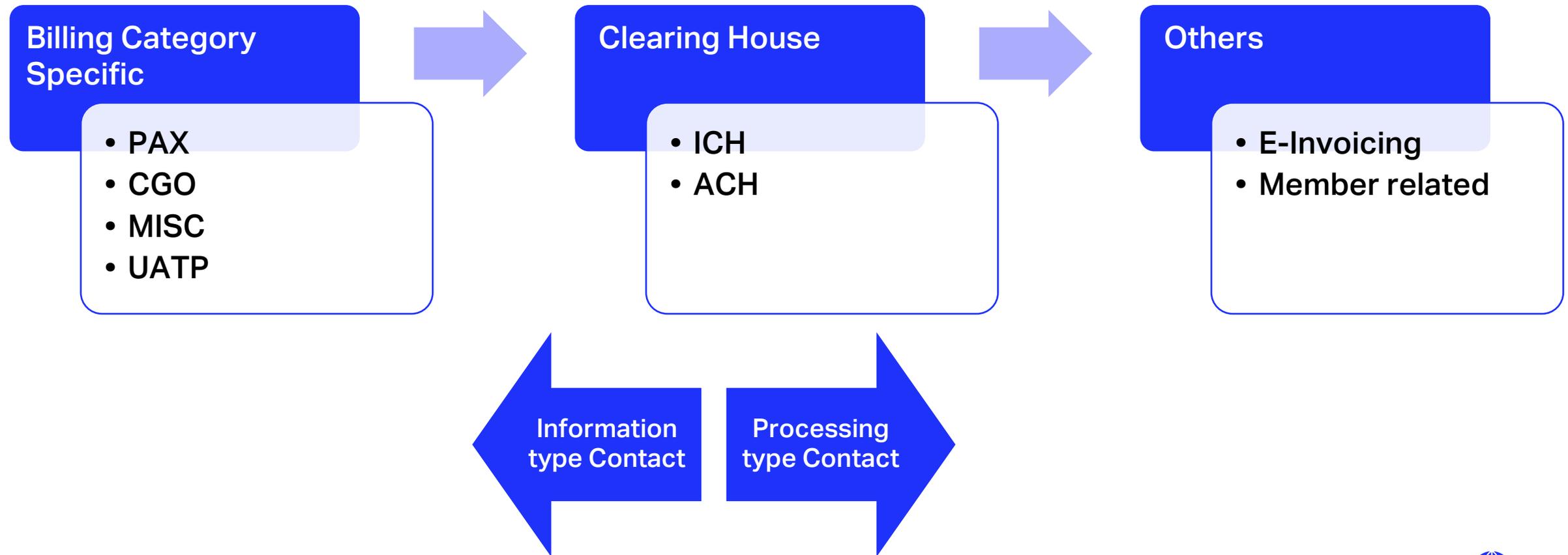
Who can create ?

- SIS Superusers
- Or user having permission to create users

How to receive important SIS email alerts



How to receive important SIS email alerts



Types of notification alerts

The screenshot shows the SIS web application interface. The main page is titled 'Member Profile' and 'Manage Member'. The 'Contacts' tab is selected. A modal window titled 'All Contact Assignments' is open, showing a table of contact assignments. The table has columns for Contact Name, IDEC, SC, and several assignment categories (CGO-General, MISC-General, PAX, UATP). A dropdown menu for 'Subgroup' is open, showing 'Please Select' options. The main page also has a search form for existing contacts and a form for adding a new contact.

Search Existing Contacts

First Name: Last Name: Email Id: Staff Id:

Search

Actions	First Name	Last Name	Email ID	Staff ID
	Test user	Test	sistestuat2020@gmail.com	
	Test	Test	test@aaairline.com	

Page 1 of 1 View 1 - 2 of 2

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

*** Email Address:** sistestuat2020@gmail.com
Position/Title:
Location ID: Please Select
Postal Code: H3T 1Z7
Phone Number 1: 5147086841

Salutation: Please Select
Division:
Address Line 1: 5500 RUE LEGARE
Country Name: CANADA
Phone Number 2:

*** First Name:** XHONINA
Department:
Address Line 2: 12
Sub Division Name:
Mobile Number:

Last Name: OSMANI
Staff ID:

Address Line 3:
City Name: Montreal
Active:
Fax Number:
SITA Address:

Save Contact

All Contact Assignments

Search Criteria

Group: Subgroup: Type:

Search

Contact Name	PAX-General	PAX-Manager	PAX-Refunds	PAX-Interline Billing	PAX-IDEC (RAM B9)	PAX-Head of Department	PAX-RA Manager	PAX-File Receipt Contact	PAX-Output Available Contact	PAX-Validation Error Contact	PAX-Open Invoices Contact	PAX-Correspondence Contact	PAX-Correspondence Expiry Contact
Test user Test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
Test Test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								

Group : Billing Category Specific
Subgroup : PAX

Page 1 of 1 View 1 - 2 of 2

Save **Close**

All Contact Assignments

Search Criteria

Group: Subgroup: Type:

Search

Contact Name	ICH-Advice Contact	ICH-Claim Confirmation Contact	ICH-Clearance Initialization Contact	ICH-Financial Contact	ICH-Circular Contact	ICH-Primary Contact
Test user Test	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Test Test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Group : Clearing House
Subgroup : ICH

Page 1 of 1 View 1 - 2 of 2

Save **Close**



Check the statuses of submitted invoices and delete the failed ones



Check the statuses of submitted invoices

Passenger Cargo Miscellaneous UATP Reports General Profile and User Management

Home >> Reports >> Processing Dashboard

IS Processing Dashboard

Invoice Status Billing File Status Document Package Status Simplified Invoices Status Simplified Invoices

Search Criteria

Quick Search Detail Search

* Clearance Year	* Clearance Month	Period
2026	Mar	2
Clearance Type	Billing Category	Invoice No.
All	All	
Daily Delivery Status	Period Type	
All	Billing Period	

Search

Billing Member: AB-008-Test Airline 1

Invoice Status: All

- All
- Open
- Ready for Submission
- Ready for Billing
- Claimed
- Processing Complete
- Presented
- Validation Error - WEB Invoice
- Error - Correctable
- Error - Non-Correctable
- On Hold
- Ready for Validation
- Validated- Future Submission
- Pending For Tax Submission

Billed Mem. Loc.



Delete the file/s for failed Invoices

- Reject File in Error : full file will need to be deleted

Validations

Rejection on Validation Failure:

Reject File In Error

Allow Resubmission of Failed Invoices:

Future Billings Submissions

Future Billing Submissions Allowed:

Online Correction Allowed

Online Correction Allowed:

The screenshot shows the 'IS Processing Dashboard' with the 'Billing File Status' tab selected. The search criteria are set to 'Quick Search' and 'Current' period. A search result is displayed for a file generated on 16-Mar-2026 at 13:41, with a status of 'Validation Completed'. The file details show 45 invoices present, 28 passed validation, and 17 failed validation. The 'Delete' button is highlighted in the bottom toolbar.

File Generated Date	File Name	Billing Category	Billing Member	Billing Member Name	File Format	Received by IS	File Status	File Progress Status
16-Mar-2026 13:41	MXMLE-	Miscellaneous			ISXML - Inbound	16-Mar-2026 17:41	Validation Completed	

Additional Details of File

- Invoice Present: 45
- Passed Validation: 28
- Failed Validation: 17

Page 1 of 1 | View 1 - 1 of 1

Buttons: Mark for Late Submission, Increment Billing Period, Download, Delete

Delete the Invoice/s for failed ones

Validations

Rejection on Validation Failure:
Reject Invoice In Error ▼

Allow Resubmission of Failed Invoices:

Output Files:

IS Processing Dashboard

Home > Reports >> Processing Dashboard

Invoice Status | Billing File Status | Document Package Status | Simplified Invoices Status | Simplified Invoices File Status

Search Criteria

Quick Search | Detail Search

Clearance Year: 2026 | Clearance Month: Mar | Period: 2

Clearance Type: All | Billing Category: All | Invoice No.:

Daily Delivery Status: All | Period Type: | Billing Period:

Billing Member: XB-9JC-Swissport Cargo Services E | Billed Member:

Invoice Status: Error - Non-Correcta | Submission Method: All

Search

Search Results

Actions	Billing Period	SMI	Billing Member	Billing Member Name	Billing Mem. Loc.	Billed Member	Billed Member Name	Billed Mem. Loc.	Invoice Status	Invoice No.	Invoice Date	Billing Category	Invoice Curr.	Invoice Amount	Clearance Curr.	Clearance Amount	Suspended / Late Submitted	Validation
<input type="checkbox"/>	2026-Mar-02	B									28 Feb 2026	Miscellaneous	EUR	10,539,980		0.000		Val_Rep
<input type="checkbox"/>	2026-Mar-02	B									28 Feb 2026	Miscellaneous	EUR	66,359,800		0.000		Val_Rep
<input type="checkbox"/>	2026-Mar-02	B									28 Feb 2026	Miscellaneous	EUR	532,000		0.000		Val_Rep
<input type="checkbox"/>	2026-Mar-02	B									28 Feb 2026	Miscellaneous	EUR	1,586,580		0.000		Val_Rep
<input type="checkbox"/>	2026-Mar-02	B									28 Feb 2026	Miscellaneous	EUR	1,472,000		0.000		Val_Rep
<input type="checkbox"/>	2026-Mar-02	B									28 Feb 2026	Miscellaneous	EUR	235,000		0.000		Val_Rep
<input type="checkbox"/>	2026-Mar-02	B									28 Feb 2026	Miscellaneous	EUR	12,053,400		0.000		Val_Rep
<input type="checkbox"/>	2026-Mar-02	B									28 Feb 2026	Miscellaneous	EUR	4,941,100		0.000		Val_Rep
<input type="checkbox"/>	2026-Mar-02	B									28 Feb 2026	Miscellaneous	EUR	13,367,000		0.000		Val_Rep
<input type="checkbox"/>	2026-Mar-02	B									28 Feb 2026	Miscellaneous	EUR	386,000		0.000		Val_Rep
<input type="checkbox"/>	2026-Mar-02	B									28 Feb 2026	Miscellaneous	EUR	1,431,200		0.000		Val_Rep
<input type="checkbox"/>	2026-Mar-02	B									28 Feb 2026	Miscellaneous	EUR	1,182,000		0.000		Val_Rep

Page 1 of 1 | 200 | View 1 - 17 of 17

Mark for Late Submission | Increment Billing Period | Download | Delete



Generate key reports to support your SIS billing operations



Non sampling RM analysis

[Passenger](#) ▾ [Cargo](#) ▾ [Miscellaneous](#) ▾ [UATP](#) ▾ [Reports](#) ▾ [General](#) ▾ [Profile and User Management](#) ▾

Home >> Reports >> Passenger >> Receivables >> Non Sample Rejection Analysis

Receivables - Passenger Rejection Analysis - Non Sampling

Search Criteria

* From Billing Year: ▾
 * From Billing Month: ▾
 * To Billing Year: ▾
 * To Billing Month: ▾

Billed Member Code:
 * Currency Code: ▾
 Include FIM Data:

Generate Report

Outward Billing Month-Year	Billed Member Code	Billed Member Name	Currency Code	Total No of Prime Coupons	Total Value of Prime Coupons
----------------------------	--------------------	--------------------	---------------	---------------------------	------------------------------

3rd Rejection - Received						Correspondence										
No of Coupons Rejected (R3)	Total Rejected Amount (R3)	Rejection Received % by Cpn count Vs Prime billing (R3)	Rejection Received % by Rejected Value Vs Prime billing (R3)	Rejection Received % by Cpn count Vs 2nd Rej. (R3)	Rejection Received % by Rejected Value Vs 2nd Rej. (R3)	Corr-No of Coupons Disputed	Corr-Dispute % by Cpn count Vs Prime billing	Corr-Dispute % by Cpn count Vs 3rd Rej.	Corr-Value of Coupons Disputed	Corr-Dispute % by value Vs Prime billing	Corr-Dispute % by Value Vs 3rd Rej.	Corr-No of Coupons Accepted & Closed	Corr- No of Coupons Expired & Closed	Corr- No of Coupons Billed & Closed	Corr- No of Coupons Open	Corr-Value of Coupons Open

P
C



Payable/Receivables – RM, BM, CM Summary

[Home](#) >> [Reports](#) >> [Passenger](#) >> [Receivables](#) >> [RM BM CM Summary](#)

Passenger: Receivables - RM BM CM Summary

Search Criteria

* Billing Year: <input type="text" value="2026"/>	* Billing Month: <input type="text" value="Feb"/>	Billing Period: <input type="text" value="All"/>	Source Code(s): <input type="text" value="4"/> <input type="text" value="5"/> <input type="text" value="6"/> <input type="text" value="9"/> <input type="text" value="24"/> <input type="text" value="44"/> <input type="text" value="45"/>
Settlement Method <input type="text" value="All"/>	Memo Type <input type="text" value="All"/>	Submission <input type="text" value="All"/>	
Member Code <input type="text"/>	Invoice Number <input type="text"/>	RM/BM/CM Number <input type="text"/>	

[Generate Offline CSV Report](#)

P

C



Supporting Attachments Mismatch Report

[Home](#) >> [Reports](#) >> [Passenger](#) >> [Receivables](#) >> [Supporting Documents Mismatch](#)

Passenger-Supporting Attachments Mismatch Report

Search Criteria

* Billing Month:

Feb

Period No:

1

* Billing Year:

2026

Settlement Method:

All

Invoice Number:

Member Code:

Generate Report

Airline Code	Airline Name	Billing Month	Period No	Settlement Method	Invoice Type	Invoice No	Batch No	Sequence No	Record Type	Document / RM/ BM/ CM No	Coupon Breakdown Serial Number	Attachment Indicator - Original	No Of Attachments linked

P
C



Miscellaneous – Charge Code Report

Home >> Reports >> Miscellaneous >> Receivables Miscellaneous Charge Code Report

Receivables - Miscellaneous Charge Code Report

Search Criteria

*From Billing Year: *From Billing Month: *From Period: *To Billing Year: *To Billing Month: *To Period:

Settlement Method: Billed Member Code: Invoice Number: Charge Category: Charge Code:

- All
- ATC
- Airport
- Aviation Fuel
- Cargo
- Engineering
- Finance
- Flight Ops
- Ground Handling
- IT Services



Search Criteria : From Billing Year:2021; From Billing Month:Jan;From Billing Period:1;To Billing Year:2021; To Billing Month:Jan;To Billing Period:1; Settlement Method:All; Invoice Number;;Billing Membe

Note 1: 'Additional Amount', 'Tax Amount' and 'VAT Amount' defined for Record Type 'I' (Invoice/Credit Note level) pertain to only those amounts that have been charged at the Invoice/Credit Note level

Note 2: All amounts defined for Record Type 'L' (Line Item level) pertain to those that applied for all the Line Item Detail records of the Line Item; plus those that have been charged at the Line Item level

Billing Mo	Billing Per	Settlemer	Billing Member Code	Billing Me	Invoice Number	Invoice/Ci	Charge Ca	Record Ty	Line Item	Service St	Service Er	Charge Code	Charge Co	Location C	Product ID	Description
No data found for the defined search criteria.																

Assign a default location for Miscellaneous Supplier invoices



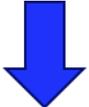
Assign a default location for Miscellaneous Supplier invoices

Home >> Profile and User Management >> Manage Member Profile

Member Profile

Manage Member

Member Details | Locations | Contacts | e-Billing | Passenger | Cargo | **Miscellaneous** | UATP | ICH | ACH

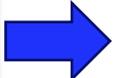


Default Location for MISC Payables Original Invoices and Credit Notes

* Default Location for MISC Payables Original Invoices and Credit Notes:

Main-Montreal-CA

[Billing Member Specific Default Location](#)



Billing Member Specific Default Location

Member: Location ID:

Actions	Member Designator Code	Member Accounting Code	Member Name	Default Location	Added On
<input type="button" value="X"/>	XB	AB1	Test Airline 2	2-Paris-FR	16-Mar-26 23:35

Page 1 of 1 5



Update the statuses of your invoice payments for MISC only



Update the statuses of your invoice payments for MISC only-Billing Member

Home >> Miscellaneous >> Receivables >> Manage Invoice / Document Package

Invoice / Document Package Search

Invoices/Credit Notes | Document Packages

Search Criteria

* From Period: 2026-Mar | 1 | * To Period: 2026-Mar | 2 |

Transaction Type: All | Invoice/Credit Note Status: All | Billed Member: | Billed from Location ID: Main |

Invoice/Credit Note Owner: All | Invoice/Credit Note Number: | Charge Category: All | Payment Status as per Billed Member: All |

File Name: | Submission Method: All | SMI: All | Payment Status as per Billed Member: All |

Search | Clear

Search Results

Actions	Billing Period	Billed Member	Billing Member's Location ID	Invoice/Credit Note Owner	Transaction Type	Invoice/Credit Note Number	Invoice/Credit Note Status	Charge Category	SMI	Billing Currency	Billing Amount	Exchange Rate	Clearance Currency	Clearance Amount	Payment Status as per Billing Member	Payment Status as per Billed Member	Submission Method
	Mar 2026 P2	XB-X23-Test TOU	Main	Test Test	Original Invoice	TestInv	Ready for Billing	Finance	B	USD	4,690,000				Delivered	Received	IS-WEB
	Mar 2026 P2	XB-X23-Test TOU	Main	Test Test	Original Invoice	TestZIN	Ready for Billing	Finance	B	USD	53,935,000				Viewed by Billed Member	Viewed	IS-WEB

Payment Status as per Billing Member (Receivables)

Update Payment Status

* Payment Status as per Billing Member:

- Please Select
- Please Select**
- Credit Applied
- Dispute Accepted
- Dispute Rejected
- Dispute Under Review
- Erroneous Invoice Do not Pay
- Full Payment Received
- Overdue Payment
- Partial Payment Accepted
- Partial Payment Accepted as per Dispute
- Partial Payment Disputed
- Partial Payment Outstanding
- Status Correction Payment Not Received

Amount Received: 0.00

Total Amount Received: 0.00

Reference Number:

UTC | Updated By | File Name | User Name

System

Warning

Update Payment Status

* Payment Status as per Billing Member: Full Payment Received

Currency of Amount Received: | Amount Received: 0.000

Currency of Total Amount Received: | Total Amount Received: 0.000

Date of Wire Transfer Receipt: DD-MMM-YY | Reference Number:

Remarks:

Warning: Are you sure you want to update the new Payment Status?

Yes | No

Update | Clear | Revert

Payment Status History

Payment Status	Time Stamp UTC	Updated By	File Name	User Name	Remarks	Currency of Amount Received	Amount Received	Currency of Total Received
Delivered	14-Mar-26 01:00	System						



Update the statuses of your invoice payments for MISC only-Billed Member

Home >> Miscellaneous >> Payables >> View Daily Bilateral Invoices / Document Packages

Invoice / Document Package Search

Search Criteria

Delivery Date From: 01-Mar-26 Delivery Date To: 16-Mar-26 Transaction Type: All Billing Member: Billed to Location ID: Main

Invoice/Credit Note Number: SMI: Charge Category: All Location: Payment Status as per Billing Member: All Payment Status as per Billed Member: All

Search Results

Actions	Delivery Date	Billing Member	Billed Member's Location ID	Transaction Type	Invoice/Credit Note Number	Charge Category	SMI	Billing Currency	Billing Amount	Payment Status as per Billing Member	Payment Status as per Billed Member
	14-Mar-26		Main	Original Invoice	Test2IN	Finance	BILATERAL	USD	53,935,000	Viewed by Billed Member	Viewed
	14-Mar-26		Main	Original Invoice	Test1Inv	Finance	BILATERAL	USD	4,690,000	Full Payment Received	Received



Payment Status as per Billed Member (Payables)

Update Payment Status

*Payment Status as per Billed Member: Please Select

Currency of Amount Paid: Please Select Amount Paid: 0.000

Currency of Total Amount Paid: Please Select Total Amount Paid: 0.000

Date of Wire Transfer Execution: DD-MMM-YY Reference Number:

Remarks:

Update **Clear** **Revert**

Payment Status History

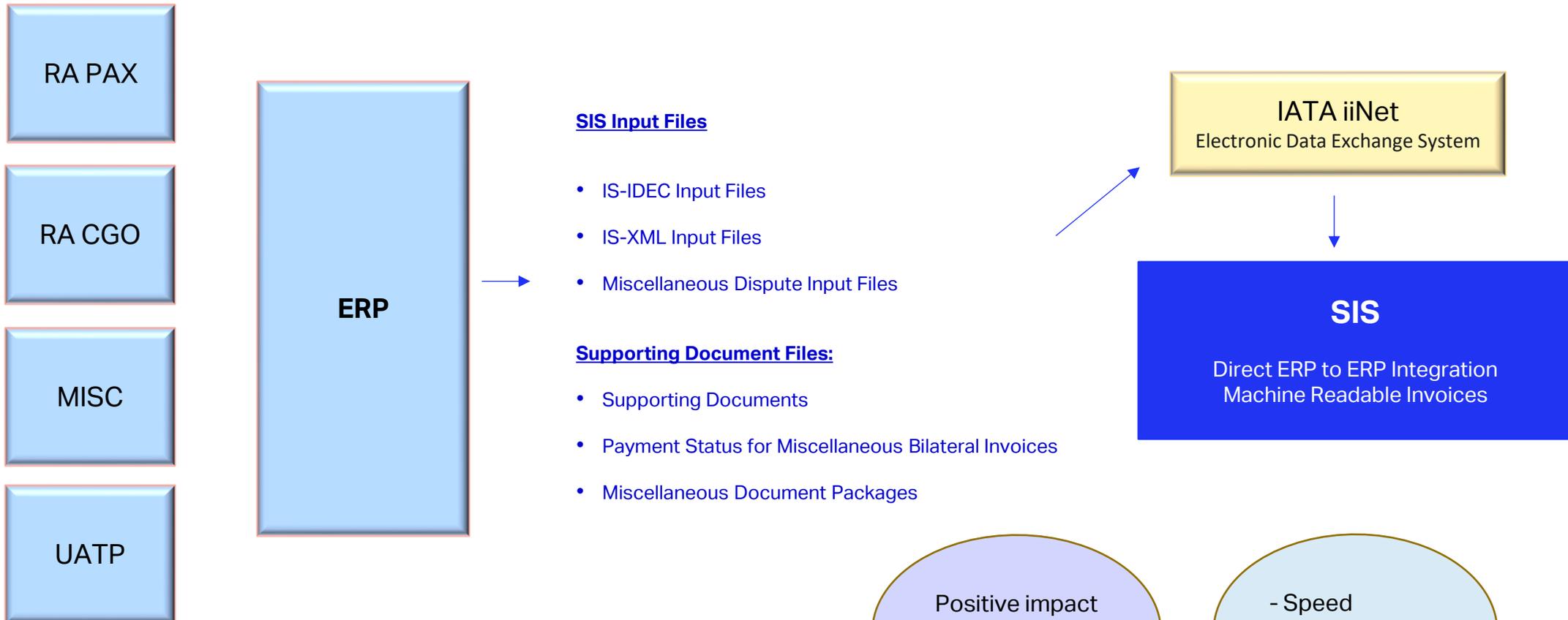
Payment Status	Time Stamp UTC	Updated By	File Name	User Name	Remarks
Paid in Full	17-Mar-26 20:46	User		Test TOU User	
Viewed	16-Mar-26 16:10	System		Test TOU User	Updated by the system upon user view
Received	14-Mar-26 01:00	System			



Integrate and automate SIS invoice data files with your ERP



Integrate and automate SIS invoice data files with your ERP

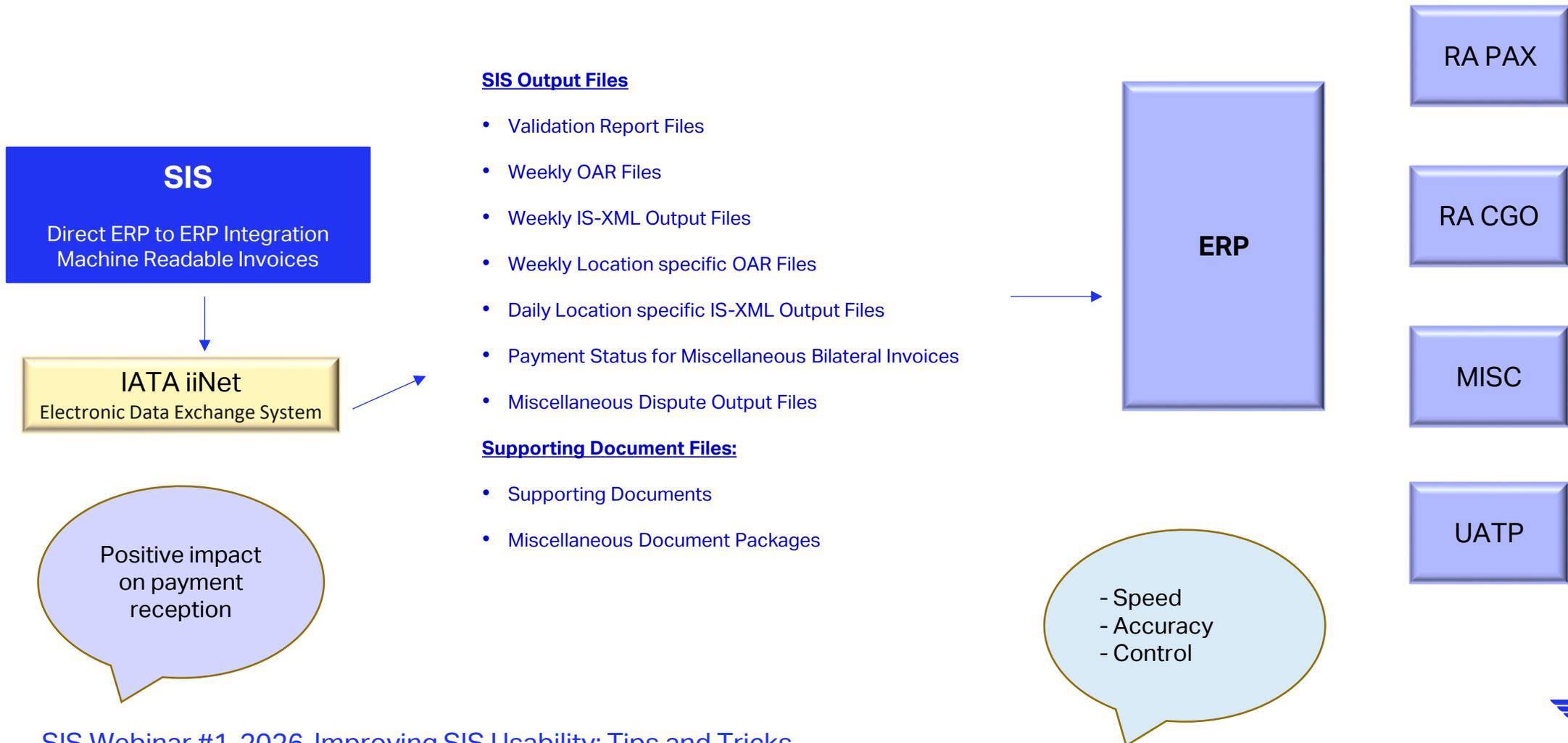


Positive impact on payment reception

- Speed
- Accuracy
- Control



Integrate and automate SIS invoice data files with your ERP





Guidance Documents

www.IATA.org/sis

➤ [SIS For Airlines](#) *or* [SIS For Suppliers](#)
>>Documents Tab

>>Support Tab

>>Webinars Tab

>>Media Tab

www.iata.org/CS



An aerial photograph of a coastal town built on a cliffside, surrounded by vibrant green fields and a blue sea. The town is densely packed with white buildings. The surrounding landscape is a patchwork of green and brown fields, separated by stone walls. The sea is a deep blue-green color, with white waves crashing against the rocky shore.

Thank you

Q&A

Post in Q&A box