SIS Webinar #03-2020

Member Profile Management

Presenters: Samuel Diano-Brown & Xhonina Osmani

03 November 2020
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.
Get ready to actively participate!

Agenda

- SIS Member Details
- Locations
- Contacts
- E-Billing/Optional Services
- Billing Categories
  - Passenger
  - Cargo
  - UATP
  - Miscellaneous
- ICH/ACH Membership Details
- Final Comments
Member Details Tab
SIS Member Details

• Provides information to the SIS member regarding profile details

• Includes Important details such as
  ➢ Member Information
    ▪ Member Codes
    ▪ Legal and Commercial Names
  ➢ Location Details
  ➢ Bank Details for Bilateral Settlement
  ➢ Membership Status
Member Details – Member Information

- Informational only:
  - Member Prefix
  - Member Designator
  - Member Legal Name
- Logo can be added via upload
  - Logo will be included on PDF invoices

If any discrepancies, please contact us via the IATA Customer Portal
Member Details – Membership Details

- Informational only:
  - IS Membership Status
  - IS Entry Date
  - IATA Membership
  - ICH Membership
  - ACH Member
Member Details – Main location Details

<table>
<thead>
<tr>
<th>Main Location Details</th>
<th>Main Location Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Registration ID:</td>
<td>Company Registration ID:</td>
</tr>
<tr>
<td>Tax/VAT Registration #:</td>
<td>Tax/VAT Registration #:</td>
</tr>
<tr>
<td>Address Line1:</td>
<td>Address Line1:</td>
</tr>
<tr>
<td>Address Line2:</td>
<td>Address Line2:</td>
</tr>
<tr>
<td>Address Line3:</td>
<td>Address Line3:</td>
</tr>
<tr>
<td>City Name:</td>
<td>City Name:</td>
</tr>
<tr>
<td>Postal Code:</td>
<td>Postal Code:</td>
</tr>
<tr>
<td>Country Name:</td>
<td>Country Name:</td>
</tr>
<tr>
<td>Subdivision Name:</td>
<td>Subdivision Name:</td>
</tr>
</tbody>
</table>

Future Value:
Updated Value: 33, Route de l'Aeroport
Effective From: 2020-Oct-03
Member Details – Bank Details for Bilateral Settlement

- Informational only:
  - Bank Account Name
  - Bank Account Number
  - Branch Code
  - Bank Code
  - IBAN
  - SWIFT
  - Bank Name
  - Currency Code

This information can only be edited by IATA by request. The SIS Bank Detail Form available on the SIS Website, must be filled out and submitted via the IATA Customer Portal.
Member Details – Bank Details for Bilateral Settlement – Invoice Example

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**Invoice**

- **Billing Entity Name**: Example
- **Invoice #**: 1234567890
- **Date**: 2020-10-14

<table>
<thead>
<tr>
<th>Line Item Sub Total</th>
<th>8,950.04</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice Header Sub Total</td>
<td>0.00</td>
</tr>
<tr>
<td>Total Invoice Base Amount</td>
<td>8,950.04</td>
</tr>
<tr>
<td>Total Invoice Additional Amount</td>
<td>0.00</td>
</tr>
<tr>
<td>Total Invoice Tax Amount</td>
<td>0.00</td>
</tr>
<tr>
<td>Total Invoice VAT Amount</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total Due in Currency of Billing</strong></td>
<td>USD 8,950.04</td>
</tr>
</tbody>
</table>

**Payment Terms**

<table>
<thead>
<tr>
<th>Description</th>
<th>Due Date</th>
<th>Due Days</th>
<th>Terms</th>
<th>Bank Name</th>
<th>Contact Person</th>
<th>Bank Code</th>
<th>Branch Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 days after invoice date</td>
<td>0011</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Bank Details**

- **IBAN**: IBAN-NUMBER-HERE
- **SWIFT**/BIC: SWIFT-NUMBER-HERE
- **Bank Account No**: 0987654321
- **Bank Account Name**: IATA
- **Bank Currency Code**: 0987654321
Member Details - Things to Remember!

- Member Information and Membership Details are Informational only
  - Edits can be made by the IATA Participation Team

- Maintain Main Location Details
  - Edits made will only take effect the following billing period

- Maintain Bank Details for Bilateral Settlement for good practice
Locations Tab
Locations

• Ability to add and manage unlimited number of locations
  ➢ Additionally Location IDs for Tax purposes or business segmentation
  ➢ Individual addresses and VAT Number per location
• Control from/to which locations invoices are sent and/or received
• Includes features such as:
  ➢ Miscellaneous Output Files Specific to a Location
  ➢ Tax Reporting Location Details
Locations

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Locations – Location Details

Location Details
- Member Legal Name: Test Location
- Member Commercial Name: Test Location
- Company Registration ID:
- Tax/VAT Registration #:
- Add. Tax/VAT Registration #:
- Address Line 1: 123 Montreal Place
- Address Line 2:
- Address Line 3:
- City Name: Montreal
- Location Name: YMQ
- Postal Code: A1A9Z9
- Country Name: CANADA
- Subdivision Name: QC-Quebec
- UATP Location:
- Active:
- General Terms Document:

Please Specify Effective Date OR Period
- Current Value: ABCEFG
- New Value: TestValue
- Future Period: 2020-Oct-04

Future Value
- Updated Value: TestValue
- Effective From: 2020-Oct-04

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Locations – Miscellaneous Output Files Specific to a Location

**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).
Locations – Invoice Footer and Bank Details

Invoice Footer
The below text will appear on invoices billed from this location:

Bank Details for Bilateral Settlement
Bank Account Name:
Bank Account Number:
Bank Name:
Branch Code:
Bank Code:
Currency Code:
IBAN:
SWIFT:

Save Location Future Updates Pending
Locations – Invoice Example
Locations – Things to Remember!

! Ability to View, Edit and Add Locations and their details.
  ➢ Edits made to location details will only take effect the following billing period

! Keep Locations Up-To-Date
  ➢ It’s highly recommended to keep Location and their respective bank details up-to-date.

! Ability to edit footer of all invoices billed from chosen location.
Contacts Tab
Contacts

Contacts receive automatic email alerts on important invoicing and settlement subjects:

- Search Existing Contacts
- Delete Existing Contacts
- Add a New Contact

- View all Contact Assignments
- Replace Contact Assignments
- Copy Contact Assignments
Contacts - Search and Delete

- Search an existing Contact
- Delete Existing Contacts
Contacts - Add New Contact
Contacts – View All Contact Assignments

Member Profile
Manage Member
Member Name: JB-001-JB Test Airline

All Contact Assignments

Search Criteria

Search Existing Contacts
First Name: Last Name:
Search

Actions
First Name: Last Name:
Contact1: Last Name:
Contact2: Last Name:
Contact3: Last Name:

<table>
<thead>
<tr>
<th>Contact</th>
<th>Group</th>
<th>Subgroup</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAX-Open Invoices Contact</td>
<td>Please Select</td>
<td>Please Select</td>
<td>PAX-Open Invoices Contact</td>
</tr>
<tr>
<td>PAX-Correspondence Contact</td>
<td>Please Select</td>
<td>Please Select</td>
<td>PAX-Correspondence Contact</td>
</tr>
<tr>
<td>PAX-Correspondence Expiry Contact</td>
<td>Please Select</td>
<td>Please Select</td>
<td>PAX-Correspondence Expiry Contact</td>
</tr>
<tr>
<td>PAX-Correspondence Report Contact</td>
<td>Please Select</td>
<td>Please Select</td>
<td>PAX-Correspondence Report Contact</td>
</tr>
</tbody>
</table>

Page 1 of 1
View All Contact Assignments

Contacts – View All Contact Assignments

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Contacts – View All Contact Assignments
Contacts – View All Contact Assignments

<table>
<thead>
<tr>
<th>Search Criteria</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Group</td>
<td>Subgroup</td>
<td>Type</td>
</tr>
<tr>
<td>Blino Category Spec</td>
<td>MISC</td>
<td>Processing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>MISC-General</th>
<th>MISC-Manager</th>
<th>MISC-Intern</th>
<th>Head of Department</th>
<th>MISC-RA Manager</th>
<th>MISC-PR-Fisher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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Contacts - View All Contact Assignments
## Contacts - Replace Contact Assignments

### Search Existing Contacts

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Email ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact1</td>
<td>Last name</td>
<td><a href="mailto:test1@airline.com">test1@airline.com</a></td>
</tr>
<tr>
<td>Contact2</td>
<td>Last name</td>
<td><a href="mailto:test2@airline.com">test2@airline.com</a></td>
</tr>
<tr>
<td>Contact3</td>
<td>Last name</td>
<td><a href="mailto:test3@airline.com">test3@airline.com</a></td>
</tr>
</tbody>
</table>

### Replace Contact Assignments

- **Current Contact Person:** Contact1 Last name
- **New Contact Person:** Contact2 Last name

[OK] [Exit]
Contacts - Copy All Contact Assignments

Copy Contact Assignments

Copy Contact Assignments of User
- Contact2 Last name
- New Contact Person
  - Contact3 Last name

OK Exit
SIS Contacts – Things to Remember!

1. Maintain the relevant personnel to receive the necessary email alerts from SIS and ICH (processing contacts)
2. Maintain the relevant personnel as Information Contacts per billing category
3. Ensure email addresses are correct at all time for contact profiles

**Contacts and User Management Webinar coming next month**
E-Billing Tab/Optional Services
E-Billing – Optional Services

• Manage Optional Services upon request via the IATA Customer Portal

➢ Legal Archiving
➢ Digital Signature

• Manage receipt of reference data files via iiNET
E-Billing – Digital Signature

- Digital Signature Active
- Digital Signature Not Activated
- Default Invoice Footer Text
E-Billing – Legal Archiving

Legal Archiving
Legal Archiving Service: Activated

Legal Archiving Required for PAX Receivables Invoices:
- Edit...
Legal Archiving Required for MISC Receivables Invoices:
- Edit...
Include Listings in PAX Receivables Archives:
- Edit...
Include Listings in MISC Receivables Archives:
- Edit...

Legal Archiving Required for Pro-forma Invoices:
- Edit...
Legal Archiving Required for CGO Receivables Invoices:
- Edit...
Legal Archiving Required for UATP Receivables Invoices:
- Edit...
Include Listings in CGO Receivables Archives:
- Edit...
Include Listings in UATP Receivables Archives:
- Edit...

Legal Archiving Required for PAX Payables Invoices:
- Edit...
Legal Archiving Required for MISC Payables Invoices:
- Edit...
Include Listings in PAX Payables Archives:
- Edit...
Include Listings in MISC Payables Archives:
- Edit...
E-Billing – Receipt of Reference Data Files via iiNET

Reference Data Files per Billing Category can be received in the corresponding iiNET account.
E-Billing – Things to Remember!

- Digital Signature Application Services upon request
- Legal Archiving for audit purposes upon request
  - General >> Legal Archive Retrieval >> Download Retrieved Files
  - Applicable for future invoices only - Non retroactive
- Receipt of reference data output files in the corresponding billing category iiNET account
- Purging Policy ISPG chapter 8.9
Billing Categories:
Passenger, Cargo, UATP, Miscellaneous
Passenger

• Ability to select Validation preferences:
  ➢ Reject File/Invoice in Error
  ➢ Future Billing Submissions Allowed
  ➢ Online Corrections Allowed

• Configure Options for Output Files:
  ➢ IDEC/XML
  ➢ Offline Archive Files

• Manage Blocks For Tax Billing
  ➢ YQ/YR

• Information regarding Certification Status for Member Input Files
Passenger - Validations

Validations
Rejection on Validation Failure:
- Reject File In Error

Allow Resubmission of Failed Invoices:
- [ ]

Future Billing Submissions Allowed:
- [X]

Online Correction Allowed:
- [ ]

Additional File Types Accepted:
- .doc, .xls etc.

Validations
Rejection on Validation Failure:
- Reject Invoice In Error

Future Billing Submissions Allowed:
- [X]

Online Correction Allowed:
- [X]

Additional File Types Accepted:
- .doc, .xls etc.
Passenger – Sampling, Value Determination and Auto Billing

Sampling
Sampling Carrier: Not A Sampling Carrier

Billing Value Confirmation (BVC)
Participate In Billing Value Confirmation: Not Activated

Value Determination and Auto Billing
Participate In Value Determination: Not Activated
Invoice Number Range-Prefix:
Invoice Number-To:
Cut Off Time (Hours):

Participate In Auto Billing:
Invoice Number-From:
ISR File Required:
Currency Of Listing: Please Select
• Data for Payable invoices that can be processed in members internal systems (accept or reject)

• Output billing files (IS IDEC, IS XML) → one file generated **per billing period and per billing category** that includes all payable invoices in IS-IDEC or IS-XML format;

• It’s recommended to download and archive SIS output files/reports for audit purposes as files are purged from SIS and cannot be regenerated.
Passenger – Offline Archive Outputs

- Offline Archive Files (OARs) → one file generated per billing period and per billing category that includes all payable invoices (e-invoice PDF), listings, supporting documents, memos, digital signature files
Passenger – Manage Blocks for Tax Billing

**Manage Blocks for Tax Billing**

**Tax Code:**
- YQ - Airline own use only

**Tax billing block applicable for:**
- None

**Setup Block for Tax Billings**

- **Current Value:**
  - None

- **New Value:**
  - Specific Member(s)

- **Specific Member(s)**
  - XB-A89-IATA MONTREAL

- **Future Period:**
  - 2020-Oct-04

**Actions**
- Save
- Cancel
Passenger – Certification and Migration Details

Further information regarding the Certification process, see chapter 6 of the SIS Sign-Up-Guide
Cargo/UATP

• Ability to Edit Validations:
  ➢ Reject File/Invoice in Error
  ➢ Online Correction
  ➢ Supporting Documents

• Includes Information about Certification and Migration Details

• Ability to control output file formats
# Cargo

## Member Profile Management

### Cargo Tab
- **Validations**
  - Rejection on Validation Failure: [Select Option]
  - Allow Resubmission of Failed Invoices: [Check Box]
- **Online Correction Allowed**
  - Online Correction Allowed: [Select Option]
- **Supporting Documents**
  - Additional File Types Accepted: [Select Type]
- **Output Files**
  - IS-DEC: [Edit]
  - IS-XML: [Edit]
  - Down Converted IS Transaction To Old IODEC Format: [Edit]
- **Offline Archive Outputs**
  - Invoice PDF: [Edit]
  - Details Listings: [Edit]
  - Supporting Documents: [Edit]
  - Memo Details: [Edit]
  - Digital Signature Files: [Edit]
- **Certification and Migration Details**
  - IS-DEC Certification Status: [Select Status]
  - IS-DEC Certified On: [Select Date]
  - IS-DEC Migration Period: [Select Period]
  - IS XML Certification Status: [Select Status]
  - IS XML Certified On: [Select Date]
  - IS XML Migration Period: [Select Period]
  - IS WEE Migration Period: [Select Period]

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Passenger/Cargo/UATP – Things to Remember!

- Ability to select Validation preference:
  - Reject Invoice/File in Error,
  - Future Submission
  - Online Correction

- Edits made to Output Files will take effect the following billing period

- Ensure to file/manage your YR/YQ billing blocks based on your interline agreements in order to prevent unnecessary rejections.
Miscellaneous

• Validations
  ➢ Online correction allowed
  ➢ Supporting documents
  ➢ Future Billings Submissions

• Output Files

• Daily Payables Bilateral Invoices

• Offline Archive Output

• Location Specific Output files

• Payment Overdue Auto Reminders
Miscellaneous - Validations

• Online Correction Allowed
• Supporting Documents
• Future Billing Submissions
• Resubmission of failed invoices
Miscellaneous – Output Files

- Billed and Billing Invoices
- Daily IS XML for Receivables Invoices
- Daily Payments Updates
- File Specifications available in ISPG Chapter 12
Miscellaneous – Offline Archive Outputs

SIS output files can be made available depending on the configuration of the Member Profile as a Billed Entity or Billing Entity.
Miscellaneous – Daily Delivery for Bilateral Invoices

- Daily Delivery
- Daily Offline Archive Outputs
- Daily IS-XML Files
Miscellaneous – CSV Listings

• CSV listing required as a Billing Entity

• CSV listing required as a Billed Entity

➢ CSV listing can be reused to initiate a dispute
Miscellaneous – Dispute Files

- Dispute Output Files to Billing Member
- Dispute Output Document Package
- Dispute Review File via iiNET
Miscellaneous – Default and Specific Location for Misc Payable Invoices
Miscellaneous – Payment Overdue Reminders

Email alert to be sent to the billed parties when the payment status of an invoice is marked as payment overdue
Miscellaneous – Validation on the invoice date

• Configure an acceptable delay between the invoice date and the date that the invoice is processed in the system
## Miscellaneous – Manage Acceptable Delays

**Manage Acceptable Delays**

<table>
<thead>
<tr>
<th>Action</th>
<th>Billing Member Designator Code</th>
<th>Billing Member Accounting Code</th>
<th>Billing Member Name</th>
<th>Acceptable Delay (Days)</th>
<th>Active</th>
<th>Last Updated On</th>
</tr>
</thead>
</table>

**Notes:**

- A record without a value for 'Billing Member' will be considered as a Generic Record.
- To add a new record: Please enter the values in the fields above and click on button 'Add/Update'.
- To edit an existing record: Please enter the Billing Member and new value for Acceptable Delay in the fields above and click on button 'Add/Update'.
- To deactivate an active record, or to activate an inactive record: Please click on the icon in column 'Actions'.
- Changes will be saved only after click of button 'Save Miscellaneous Details' of tab Miscellaneous of the Member Profile screen.
SIS Miscellaneous-Things to Remember!

- Enable Daily Delivery of your MISC Payables Bilateral Invoices
- Configure required Output Files for Misc Invoices (Daily, weekly Location specific and non location specific)
- Daily Payment Updates
- Enable CSV Listing and Dispute Output Files
- Make use of the Payment Overdue Auto Reminders
SIS – ICH/ACH Details

• Membership Details
  ➢ ICH/ACH Membership Status
  ➢ ICH Zone
  ➢ ICH Category

• Aggregator
  ➢ List of Aggregated Members
  ➢ Aggregated by and Type
SIS – ICH

- ICH Membership Status
- Aggregator
- Aggregated by
SIS – ACH

- ACH Member Details
- ACH clearance Invoice Submission Pattern
- Exceptions (Settlement Via ICH for Dual ICH/ACH members)
ICH – Things to Remember!

- Information on ICH/ACH Membership Status and Details
- The ICH Zone will determine the allowed clearance currency
Learn more about all SIS functionalities

1. www.iata.org/SIS
2. ‘SIS For Airlines’ or ‘SIS For Suppliers’
3. ‘Documents’ Tab

www.iata.org/cs to contact us!