IATA WEBINAR

SIS WEBINAR #06 – 2021
SIS DOCUMENTATION & SUPPORT
IATA Legal Reminders

Participants are reminded that live streaming of this webinar 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.
IATA Presenters

Vivekh Pundit
Specialist, Industry e-Invoicing

Azadeh Kordestani
Manager Operations & Onboarding, Industry e-Invoicing

Xhonina Osmani
Analyst, Industry e-Invoicing

Rene Houle
Analyst, Industry e-Invoicing

Anita Dzepina
Analyst, Industry e-Invoicing
Agenda

1. Introduction to SIS Documentation and Support Materials Online
2. How to Use SIS Documentation (Technical and Guidance)
3. Accessing SIS Support Materials (Website Media)
4. SIS and the IATA Customer Portal
Join SIS (tab)

It contains the required resources for joining SIS for the “AIRLINES & INTERMODAL” and “SUPPLIERS & AIR OPERATORS” membership program.
SIS for Airlines – Join SIS

For all Airlines interested in becoming a SIS participant to send and/or receive electronic invoices.

Register an account in IATA Customer Portal & Login to the portal account
- Joining checklist (pdf)
- User guide (pdf)

Apply and submit the “Join SIS” online application
- Get certification for files
- Sign up and certification guide (pdf)
- SIS member list (xls)

Change request
- Bank Details (pdf)
- Super-User Change Request Form (pdf)
- Multi-Client Access request form (pdf)
- Attachment B - Optional Services (pdf)

Sample of "Standard Agreement for SIS Participation (pdf) – (for information purposes only, not for signature.)
- Attachment A - Pricing Schedule (pdf)
- Attachment B - Optional Services (pdf)
- Attachment D - Service Description (pdf)
- Attachment F - Tabulation of Participants (pdf)

- Airlines e-Invoicing request to suppliers (pdf)
- Benefits of using IS-XML with SIS (pdf)
- How to join ICH

SIS Documentation & Support 27-October-2021
SIS for Suppliers – Join SIS (tab)

For all suppliers, airlines and air operators not involved in interlining, and other entities that engage in business with airlines.

Register an account in IATA Customer Portal & Login to the portal account

Apply and submit the “Join SIS” online application

Get certification for files

Change request

SIS and the IATA Customer Portal (pdf)
Joining checklist (pdf)
User guide (pdf)
Sign up and certification guide (pdf)
SIS member list (xls)
Bank Details (pdf)
Super-User Change Request Form (pdf)
Multi-Client Access request form (pdf)

Sample of "Standard Agreement for SIS e-Invoicing Services – Non-Transportation" (pdf) - (for information purposes only, not for signature.)

Attachment D (pdf)

Airlines e-Invoicing request to suppliers (pdf)
Benefits of using IS-XML with SIS (pdf)
How to join ICH

SIS Documentation & Support 27-October-2021
SIS for Invoice Receivers

Simplified Invoicing and Settlement (SIS) for Invoice Receivers allows you to instantly connect to all airlines and suppliers already using the SIS platform to receive legally compliant electronic invoices from your suppliers. Interline partners or IATA. See if any of your business partners (both are already using SIS and join them for free!

Benefits of SIS to receive electronic invoices
SIS provides a safe and secure environment to exchange electronic invoices using a single industry e-Invoicing standard. Email alerts notify you every time a new invoice is available and when a payment has been received and applied. The invoices are available for download for a period of 10 years, free of charge and can be retrieved from the platform using valid login credentials only, eliminating the risk of fraud. For easy access, SIS is also integrated in the IATA Customer Portal and offers a Single Sign On functionality.

Key Features
- Invoice delivery within 24h (for non-Clearing House transactions)
- Invoice availability for up to 10 years
- Updates on payment status (for both billing and billed parties)
- Email notification on invoice delivery
- Integrated dispute management and audit trail
- Integrated settlement via the Clearing House
- Legally compliant electronic invoicing
- Digital Signature to meet requirements in multiple countries
SIS for Invoice Receivers

For any entity engaging in business with airlines can become a SIS participant under the "SIS for Invoice Receivers" program. This membership is free of charge.

Register an account in IATA Customer Portal & Login to the portal account

Apply and submit the “Join SIS” online application

Login to SIS to retrieve invoices

Change requests

❖ Sample of Standard Agreement for SIS e-Invoicing Services – Invoice Receiver (pdf) - (for information purposes only, not for signature.)

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Supplier to Airline e-Invoicing (SAI)

For Non-airlines and Suppliers who can benefit of “SIS Service” as a gateway for all industry business partners to exchange invoices with Airlines.
Support (tab)

It contains guidances for how to configure the SIS Member Account and how to perform SIS.

SIS for Airlines – Support (tab)

SIS for Suppliers – Support (tab)
Support (tab)

- **SIS Member User Guide** (pdf)
- **IS-WEB Tutorial Videos**
- **Reference Documents**
  - Introduction to SIS (pdf)
  - Member Profile Template (xls)
  - User Permissions Template (xls)
  - Master Data Table Sources (pdf)
  - List of Error Codes (xls)
  - Benefits of using IS-XML with SIS (pdf)
  - SIS Password Requirements (pdf)
  - Location ID set up (pdf)
  - India GST SIS e-Invoicing guideline (pdf)

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It provides all technical specifications and notes needed in order to fully implement integrated settlement with SIS.
SIS for Airlines – Documents (tab)

Integrated Settlement Participation Guide (ISPG)
- Complete ISPG package
- ISPG Package with tracked changes

ICH Reports
- ICH Reports Changes Description (pdf)
- ICH Reports XSD package (zip)
- ICH Report Output File Naming (xls)

Open Change Requests

Functionality Guidance Documents
- CMP 656 - Miscellaneous Invoice Dispute Management (zip)
- CMP 410 - Multi-Client Access (pdf)
- CMP 654 - Validation on MISC Invoice Date (pdf)
- CMP 669 - CSV Listings for MISC invoices (pdf)
- CMP 692 - MISC Payment Status Updates (zip)
- CMP 674 - Validation of Coupon-AWB Breakdown in Rejection (pdf)
- CMP 496 - Validation of Reference Data against Member Profile (pdf)
- CMP 459 - Validation of RM Billed-Accepted Values (pdf)

Major Release Notes
Complete ISPG Package

• Details on Processes to Participate in SIS
• Describes the Interface File Formats
• Explains the Record Structures offered in SIS
  ➢ IS-XML
  ➢ IS-IDEC

Complete ISPG Package with tracked changes

• Changes between ISPG version tracked per categories

Note: The SIS User Guide shows details on how to interact with the SIS interface, while the ISPG provides with the Standards to Participate in SIS.
**Complete ISPG Package**

- **Excel to IS-XML.zip**
- **IS-IDEC-Record-Structure-v4.2.0.0.zip**
- **IS-XML-Record-Structure-v4.2.0.0.zip**
- **Sample Files.zip**
- **SIS-P4-Materials-ISPG-Change-Log-v4.2.0.0.pdf**
- **SIS-P4-Materials-SIS-Participation-Guide-Version-4.2.0.0.pdf**

**ISPG package content can be downloaded separately**

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<th>SAMPLE FILES</th>
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SIS for Suppliers – Documents

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SIS Documentation & Support

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Glossary (tab)

It shows the alphabetical list of terminology used in SIS and other useful IATA acronyms.
FAQs (tab)

It shows the list of questions and answers relating to the three categories of General, Signing Up & Migration, and Technical question.
Webinar (tab)

It shows list of recordings and materials for all previously held webinars by SIS team.

SIS for Airlines – FAQs (tab)

SIS for Suppliers – FAQs (tab)

SIS Documentation & Support 27-October-2021
SIS for Airlines – Rejections (tab)

Passenger Rejection Reduction Initiative

The Interline Billing and Settlement (IBS OPS) Working Group has been tasked to improve efficiency by cutting down on incorrect rejections via education, awareness, proposing changes to the billing rules, and adding new validations in SIS.

The Passenger Rejection Memo Reduction Initiative is endorsed by the IATA Financial Committee to support accurate interline billings that ultimately reduce the number of passenger rejection memos in the industry. The IATA IBSOPS WG and Rejection Reduction Team have undertaken several actions to reduce the number of passenger rejections, such as:

- Introduce New Validations in SIS
- Changes in the RAM rules that impact rejections
- Multiple presentations/workshops at industry meetings
- Continuous reporting and communications to the industry
- Publication of Best Practices Document
- IBS OPS recommendations to industry on handing of rejections

Due to the COVID-19 Global Pandemic, this initiative is now considered closed. The IATA IBSOPS WG and Rejection Reduction Team will monitor internally ongoing trends, continue to publish monthly progress reports, and propose industry best practices. Once the related passenger interline invoicing volumes begin to stabilize, a new target will be proposed by the IBSOPS WG.

The charts below illustrate the count and USD amount of rejections over the past years.
### SIS for Airlines – Rejections

#### Progress Reports - Passenger Billings following IATA RAM Rules

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#### Documents
- Rejection Reduction Best Practices (pdf)

#### Presentations
- 2018 WFS PAX Lowest Applicable Fare (pdf)
- 2015 WFS PAX Rejection Memo Reduction (pdf)
- 2017 ACH Annual Meeting (pdf)

#### Videos
- SIS & IBS OPS Joint Webinar: Passenger Rejections and Interline Billings Best Practices - Presentation (pdf) - March 2021
- SIS & IBS OPS Joint Webinar: Passenger Rejections and Interline Billings Best Practices - Q&A (pdf) - March 2021
Media (tab)

It contains all industry presentations relating to SIS and the most recent issues of the SIS Bulletin.
Thank you!

Need help?

Contact us via the IATA Customer Portal

www.iata.org/CS

Need help with the IATA Customer Portal? Click the following SIS and the IATA Customer Portal User Guide (pdf)
Thank you

Q&A

Post in Q&A box