SIS Webinar
#01-2020

New SIS Functionalities
What You Should Know!

Presenter: Vivekh Pundit

28 April 2020
Key enhancements previously deployed:
• Updated SIS Password Policy (*enhanced in December 2019*)

Key enhancements being deployed in Major Release 1.16 (08-May-2020):
• New Invoice Search Feature
• Reduction of Cargo Rejection Time Limits from Six (6) to Five (5) Months
• Resubmit the Same Invoice Without Deleting Previously Failed Invoice in Status “Error Non-Correctable”
• Receive SIS Invoice Validation Reports in a Location-Specified iiNET Account (IS-XML Only)
• Email Alerts & Reminders for Miscellaneous Bilateral Invoices in Status “Payment Overdue”
• Define Default Location ID for Billing Member-Specific Miscellaneous Original Invoices
• Changes to SIS Correspondence Modules (3):
  o Correspondence Status Report
  o 'Initiate Correspondence / Billing Memo' buttons on Audit Trail screens
  o Search for Miscellaneous Correspondences by Charge Category
Updated SIS Password Policy
Updated SIS Password Policy

The password policy for SIS was last updated in December 2019. Below are the new requirements when setting a password.

- A minimum of ten (10) characters;
- At least one (1) special character (list of characters on “Support” tab of SIS website);
- At least one (1) numeric character;
- At least one (1) alphabetic character;
- At least one (1) uppercase character;
- Cannot be any one of the last 6 passwords used;
- Password expiration time frame is now 90 days.

29 April 2020
New Invoice Search Feature
A new search option will be added to the header menu section of SIS to search for Invoices & Credit Notes.

Users will be able to use this feature only with the existing “Search & Query” permissions assigned to them for the relevant Billing Category.

Example:

A user that wishes to search a Passenger Receivables invoice/credit note must have permission to SIS module: ‘Pax.Rec.ManageInvoices.Query’.

This enhancement is applicable to:
All Billing Categories
New Invoice Search Feature

- SIS Module: Profile and User Management >> Manage User Permissions >> Assign Permission To User

Example:

A user that wishes to search a **Passenger Receivables** invoice/credit note must have permission to SIS module: ‘Pax.Rec.ManageInvoices.Query’.
New Invoice Search Feature

The search will be performed as a “like search” and is case insensitive.

If the invoice/credit note is found, the user will be directed to the relevant existing SIS module for Receivable or Payable invoices for the respective Billing Category to view the result.

If multiple invoices/credit notes are found, a popup box will display a list of found records to select.

If the record is not found, an error message will display as “No matching Invoice/Credit Note found.”

If the user does not have permission to the existing SIS module of a Billing Category to which searched invoice/credit note belongs, SIS will display an error message as “You do not have access to the screen required to display the Invoice searched.”

If none of the appropriate permissions are assigned to the user, the search field option not display.
Poll Question # 1

Select the correct response to the poll question below.

A user that wishes to search a **Cargo Payable Invoice/Credit Note** must have permission to which SIS module?

A = ‘Pax.Rec.ManageInvoices.Query’
B = ‘Cgo.Pay.SearchInvoice.Query’
C = ‘Cgo.Rec.ManageInvoices.Query’
Reduction of Cargo Rejection Time Limits from Six (6) to Five (5) Months
Reduction of Cargo Rejection Time Limits

Currently, the billing of each Cargo rejection stage should be included in the clearance month no later than the fourth period of the 6th Clearance Month in which the original billing or the previous rejection is included.

Effective May-20/P01, the Cargo Rejection Time limit will be reduced from 6 months to 5 months for all rejection stages.

All members are reminded to update their systems’ master tables to effect this change.

All other Cargo-related invoicing time limits remain unchanged.

29 April 2020
Resubmit the Same Invoice Without Deleting Previously Failed Invoice in Status “Error Non-Correctable”
Resubmit the Same Invoice Number

Today, SIS performs a duplicate check on the invoice/credit note number where members cannot submit an invoice/credit note with same invoice number within a 12-month period, irrespective of the status of the invoice/credit note.

This causes disruptions to members’ automation processes! ❗

With this enhancement, the duplicate check on invoice number/credit note number can be relaxed in the member’s profile based on the setting of the new invoice submission validation option:

“Allow Resubmission of Failed Invoices.” – This means no more deleting files/invoices in SIS! 😊

If enabled, the system will exclude duplicate checks on invoices/credit notes having the status “Error Non-Correctable” or “On-Hold” only. All other statuses are ineligible for resubmission.

This enhancement is applicable to:
   All Billing Categories
   IS-IDEC and IS-XML Input Files

29 April 2020
Resubmit the Same Invoice Number

- SIS Module: Profile and User Management >> Manage Member Profile

Allow Resubmission of Failed Invoices

29 April 2020
Resubmit the Same Invoice Number

Scenario 1:
A. Member submits invoice ‘INV0001’ which fails as ‘Error Non-Correctable’.
B. The value of new profile field ‘Allow Resubmission of Failed Invoices’ = ‘Yes’.
C. After correcting, member resubmits invoice ‘INV0001’ again.
Result: The system should NOT fail this invoice in duplicate check and allow for resubmission.

Scenario 2:
A. Member submits invoice ‘INV0002’ which fails as ‘On-Hold’.
B. The value of new profile field ‘Allow Resubmission of Failed Invoices’ = ‘No’.
C. After correcting, member resubmits invoice ‘INV0002’ again.
Result: The system should fail this invoice in duplicate check and NOT allow for resubmission.

Scenario 3:
A. Member submits invoice ‘INV0003’ which is successfully validated and status of invoice is ‘Ready for Billing’.
B. The value of new profile field ‘Allow Resubmission of Failed Invoices’ = ‘Yes’ or ‘No’.
C. After making changes, member resubmits invoice ‘INV0003’ again.
Result: The system should fail this invoice in duplicate check and NOT allow for resubmission.
Poll Question # 2

Select the correct response to the poll question below.

Considering the following scenario, what would be the validation result?

A. Member submits invoice ‘INV0005’ which fails validation in status ‘On-Hold’.
B. The value of new profile field ‘Allow Resubmission of Failed Invoices’ = ‘Yes’.
C. After making changes, member resubmits Invoice ‘INV0005’.

A = ‘The system should NOT fail this invoice in duplicate check and allow for resubmission.
B = The system should fail this invoice in duplicate check.

29 April 2020

New SIS Functionalities - What you should know!
Receive SIS Invoice Validation Reports in a Location-Specified iiNET Account (IS-XML Only)

29 April 2020

New SIS Functionalities - What you should know!
Validation Reports to iiNET Account

Currently, SIS sends a validation report output file to the iiNET account defined for any Active Location ID or as configured in SIS for the respective Billing Category.

This enhancement will allow members to submit input IS-XML files from any system/channel and receive the validation report output file at a specified iiNET destination.

To make use of this optional enhancement, the billing member will need to provide the “Trimmed” iiNET Account ID in input file’s Transmission Header to which the validation report should be sent.

Example:

```xml
<TransmissionData Name="ValRepIiNETAcID">{XX00}</TransmissionData>
```

This enhancement is applicable to:

- All Billing Categories
- IS-XML Input Files Only

29 April 2020
Validation Reports to iiNET Account

1. iiNET Account in Input IS-XML File = iiNET Account Defined in any Active Location ID?
   - No
   - Yes
     - iiNET Account in Input IS-XML File = iiNET Account Configured in SIS for Billing Category?
       - No
         - File Available for Download in SIS
       - Yes
         - Send Validation Report to iiNET Account Configured in SIS for Billing Category

2. iiNET Account Configured in SIS for Billing Category?
   - No
     - iiNET Account Configured in SIS for Billing Category?
       - No
         - Send Validation Report to iiNET Account Provided in Input IS-XML File
       - Yes
         - iiNET Account in Input IS-XML File = iiNET Account in Input IS-XML File
           - Yes
             - Send Validation Report to iiNET Account Provided in Input IS-XML File
           - No
             - Send Validation Report to iiNET Account Provided in Input IS-XML File
Validation Reports to iiNET Account

To validate the iiNET accounts of the billing member, the value of iiNET account ID provided in the input file must exist as:

• an iiNET Account ID for any Active Location IDs of the billing member in the field ‘iiNET Account ID for this Location’ where the flag ‘Files Specific to this Location Required’ is enabled;

OR

• the configured “default” iiNET account ID in SIS for the respective Billing Category.

If the iiNET account ID cannot be validated as above, then:

• a validation “R2” error report with a Warning message will be generated even though all other validations are successful;

AND

• the validation report output file will be sent to the iiNET account configured as “default” in SIS for the respective Billing Category.

Members may refer to “IS-XML Record Structure.xls” document in the ISPG Package for full details.

29 April 2020

New SIS Functionalities - What you should know!
Email Alerts & Reminders for Miscellaneous Bilateral Invoices in Status “Payment Overdue”
This enhancement introduces two (2) new functionalities:

1. Members can assign contacts in their member profile to receive new email alerts for Bilateral Miscellaneous Invoices/Credit Notes when Billing Members update invoice ‘Payment Status’ to:
   - ‘Overdue Payment’
   - ‘Partial Payment Outstanding’
   - ‘Dispute Rejected’
   - ‘Paid in Full’

The contact type for the new email alert is: “MISC - Bilateral Payment Overdue”

This enhancement is applicable to: Miscellaneous Billing Category Only
Reports – ‘Member/Contact Report’

29 April 2020
Assign Contact to Receive New “Payment Overdue” Email Alerts

- SIS Module: Profile and User Management >> Manage Member Profile >> ‘Contacts’ Tab

New SIS Functionalities - What you should know!

29 April 2020
# Email Alerts for Miscellaneous Invoices

## Email Alert Example

**Email subject:**

SIS: MISC Payment Overdue Invoices as on 28 April 2020 - XX-000 - SIS Production

**Email Content:**

Dear SIS Member,

Please find the below list of Miscellaneous Invoices for which payment is overdue.

<table>
<thead>
<tr>
<th>Line</th>
<th>Invoice Date</th>
<th>Billing Member Code</th>
<th>Billing Member Name</th>
<th>Billed Member Code</th>
<th>Billed Member Name</th>
<th>Invoice/Credit Note Number</th>
<th>Invoice Value</th>
<th>Overdue Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3-Oct-19</td>
<td>A51</td>
<td>IATA</td>
<td>000</td>
<td>SIS AIRLINES, INC</td>
<td>ADG12345A123</td>
<td>GBP 2566.00</td>
<td>30</td>
</tr>
<tr>
<td>2</td>
<td>3-Oct-19</td>
<td>A51</td>
<td>IATA</td>
<td>000</td>
<td>SIS AIRLINES, INC</td>
<td>ADG12345A124</td>
<td>GBP 6548.00</td>
<td>30</td>
</tr>
<tr>
<td>3</td>
<td>3-Oct-19</td>
<td>A51</td>
<td>IATA</td>
<td>000</td>
<td>SIS AIRLINES, INC</td>
<td>ADG12345A125</td>
<td>GBP 835.00</td>
<td>30</td>
</tr>
<tr>
<td>4</td>
<td>3-Oct-19</td>
<td>A51</td>
<td>IATA</td>
<td>000</td>
<td>SIS AIRLINES, INC</td>
<td>ADG12345A126</td>
<td>BHD 655.000</td>
<td>30</td>
</tr>
</tbody>
</table>

Regards,

IATA SIS Operations Team

29 April 2020

New SIS Functionalities - What you should know!
*Bonus Feature!* – In addition to English, these email alerts are now available in new languages!

<table>
<thead>
<tr>
<th>Language</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Spanish</td>
<td>French</td>
</tr>
<tr>
<td>Russian</td>
<td>Portuguese</td>
</tr>
<tr>
<td></td>
<td>Italian</td>
</tr>
<tr>
<td></td>
<td>Russian</td>
</tr>
<tr>
<td>Chinese</td>
<td>Korean</td>
</tr>
<tr>
<td></td>
<td>Indonesian</td>
</tr>
</tbody>
</table>

Language-specific emails will be automated for contacts based on the country setup in their profile.

For “linked-contacts”, the language will be derived from the username profile.
Email Alerts for Miscellaneous Invoices

This enhancement brings **two (2) primary functionalities:**

2. Billing Members who use the existing Payment Status functionality for Bilateral Miscellaneous invoices can now define how many **reminders** SIS shall send to their Billed Members. This can be done in the ‘Miscellaneous’ tab using the **new member profile element:**

“Payment Overdue Auto Reminders”

These reminders will be sent to Billed Member contact(s) assigned to receive the new email alerts: “MISC - Bilateral Payment Overdue”

**If No Contact** of the Billed Member is assigned to contact type ‘MISC - Payment Overdue Contact’, SIS will send the emails to all **active Super Users** of Billed Member.

**This enhancement is applicable to:**

Miscellaneous Billing Category Only

29 April 2020
Email Alerts for Miscellaneous Invoices

- SIS Module: Profile and User Management >> Manage Member Profile >> ‘Miscellaneous’ Tab

Define Number of Reminder Email Alerts to Send to Billed Members
Poll Question # 3

Select the correct response to the poll question below.

Which of the following Payment Statuses is **NOT** eligible for Overdue Payment Email Alerts & Reminders?

A = “Partial Payment Outstanding”
B = “Paid in Full”
C = “Partial Payment Disputed”
Define Default Location ID for Billing Member-Specific Miscellaneous Original Invoices
Today, there is an existing feature for members to define a “Default Location for MISC Payables Original Invoices and Credit Notes”.

This enhancement introduces a new layer of definition for members to define/specify a Location ID for Specific Billing Members in the “Miscellaneous” Tab of their member profile named: “Billing Member Specific Default Location”

This enhancement is applicable to:
- Miscellaneous Billing Category Only
- Original Invoices/Credit Notes Only (NOT Rejection or Correspondence Invoices)
Billing Member-Specific Location for Misc

- SIS Module: Profile and User Management >> Manage Member Profile >> ‘Miscellaneous’ Tab

Define Billing Member + Billed Member Active Location ID

<table>
<thead>
<tr>
<th>Actions</th>
<th>Member Designator Code</th>
<th>Member Accounting Code</th>
<th>Member Name</th>
<th>Default Location</th>
<th>Added On</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>XB</td>
<td>A55</td>
<td>IATA GENEVA</td>
<td>56-Madrid-ES</td>
<td>23-Apr-20 13:29</td>
</tr>
</tbody>
</table>

29 April 2020

New SIS Functionalities - What you should know!
**Scenario:**

**Billed Member Profile Setup:**

Default Location for MISC Payable Original Invoices & Credit Notes = Location ID “5”

Default Location for Specific Billing Member = “XX-000” + Location ID “2”

**Example 1:**
Billed Member Receives Original Misc Invoice from Billing Member “YY-123” at Location ID “Main”.
Billed Member will Receive Invoice in: Location ID “5”

**Example 2:**
Billed Member Receives Original Misc Invoice from Billing Member “XX-000” at Location ID “10”.
Billed Member will Receive Invoice in: Location ID “2”

29 April 2020
Changes to SIS Correspondence Modules (3)
1. Correspondence Status Report - Include Linked Transactions

This enhancement introduces a new search criteria field named “Include Linked Transactions”.

When selected for the **Passenger Correspondence Status Report**, the “Linked Transactions” would include all the **Rejection Memos** linked to the Correspondence and the **Coupons** linked to each RM.

Example: "RM00001, 1-000-5911855835, 3-000-8691353724, 1-000-2162026025"

When selected for the **Cargo Correspondence Status Report**, the “Linked Transactions” would include all the **Rejection Memos** linked to the Correspondence along with **AWBs** linked to each RM.

Example: "RM00002, 000-3195378-4, 000-3195571-1, 000-3195683-1"

This enhancement is applicable to:
- Passenger & Cargo Billing Categories Only
- Reports – Correspondence Status Report

29 April 2020
Changes to Correspondence Modules

SIS Module: ‘Reports >> Passenger >> Correspondence Status’

SIS Module: ‘Reports >> Cargo >> Correspondence Status’

New SIS Functionalities - What you should know!

29 April 2020
Changes to Correspondence Modules

2. **Initiate Correspondence / Billing Memo’ Buttons on Audit Trail Screens**

This enhancement allows users to use the **newly introduced action buttons on the Invoice/Credit Note Audit Trail Screens** to “Initiate Correspondence” and “Initiate Billing Memo”.

Users with the appropriate existing permissions can “Initiate Correspondence” from the Audit Trail screens **only for eligible Rejection Invoices** for the respective Billing Categories.

Users with the appropriate existing permissions can “Initiate Billing Memo” from the Audit Trail screens **only for eligible Correspondences** for the respective Billing Categories.

The creation process for correspondences and billing memos remain unchanged.

**This enhancement is applicable to:**
- Passenger, Cargo & Miscellaneous Billing Categories Only
- Modules – Billing History & Correspondence

29 April 2020
3. Search for Miscellaneous Correspondences by Charge Category

This enhancement introduces a new correspondence search criteria field for “Charge Category”.

Users with the appropriate existing permissions can search for correspondences via SIS module “Miscellaneous >> Billing History and Correspondence”

This enhancement is applicable to:
- Miscellaneous Billing Categories Only
- Modules – Billing History & Correspondence
Poll Question #4

Select the correct response to the poll question below.

State whether the below statement is True or False.

“Members can Define a Default Location ID for a Specific Billing Member for Miscellaneous Rejection Invoices”

A = True
B = False
Now you know more about some of the new SIS enhancements!

New SIS Functionalities - What you should know!
Learn more about all SIS functionalities

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

29 April 2020
Questions
Comments
Feedback

Stay strong
We’ll make it through

Thank you