Simplified Invoicing and Settlement (SIS)

Location ID Setup & Features

Version 2.0
June 2020

REVISION HISTORY LOG

Version Ref	Creation Date
V1.0	June 06, 2016
V 2.0	June 09, 2020

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1. Introduction

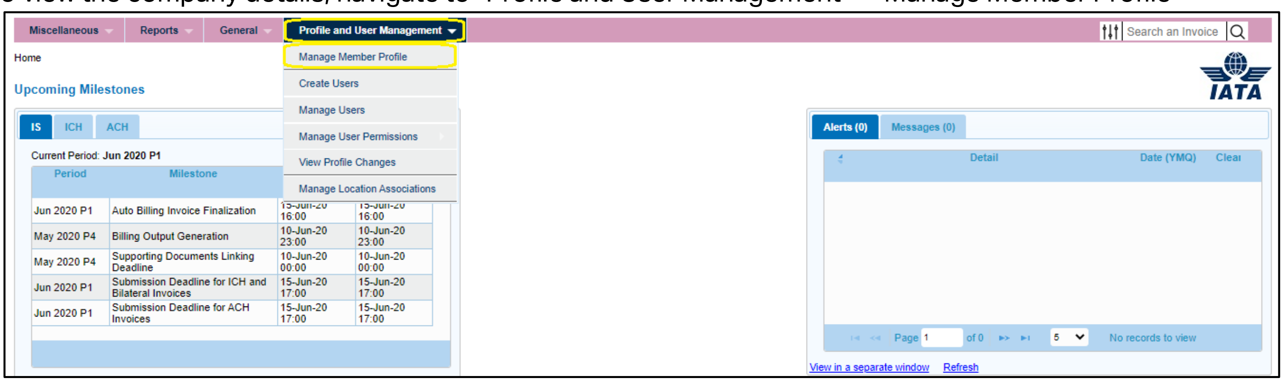
Through the 'Location ID' functionality SIS enables several options for automation and legal compliance. SIS Participants can define multiple Locations in their member profile, each with its own reference data (legal name, VAT number, etc.) and its own input/output data flow. The purpose of this document is to provide guidance to participants on how to set up Location ID(s) in their SIS Member Profile and make optimal use of the 'Associated locations' functionality in SIS.

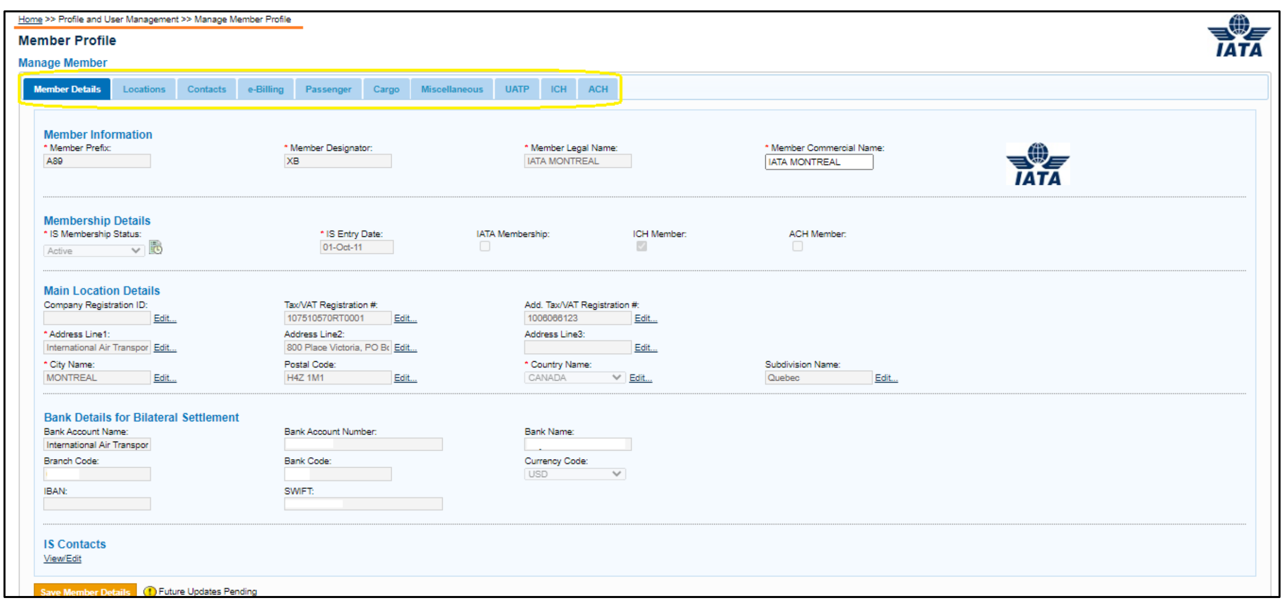
2. Setting up Location ID(s)

Upon activation of your SIS membership, by default the Location ID "Main" will be defined with the address/location details provided during the joining process. Your SIS Member Profile contains information such as the Company Commercial and Legal Names, Company Registration ID, TAX/VAT Registration ID, Main Address/Location Details, Bank Details for Bilateral Settlement (optional; submit this form through the IATA Customer Portal), etc.

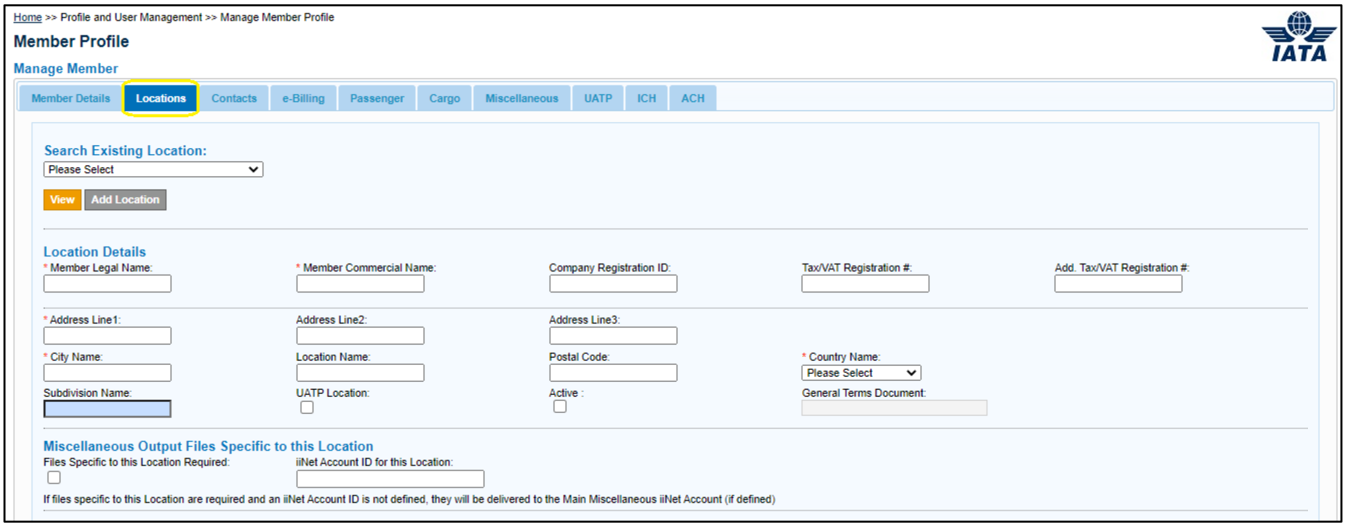
The following SIS 'module directories' and screenshots will assist you in setting up your member profile.

To view the company details, navigate to "Profile and User Management >> Manage Member Profile"





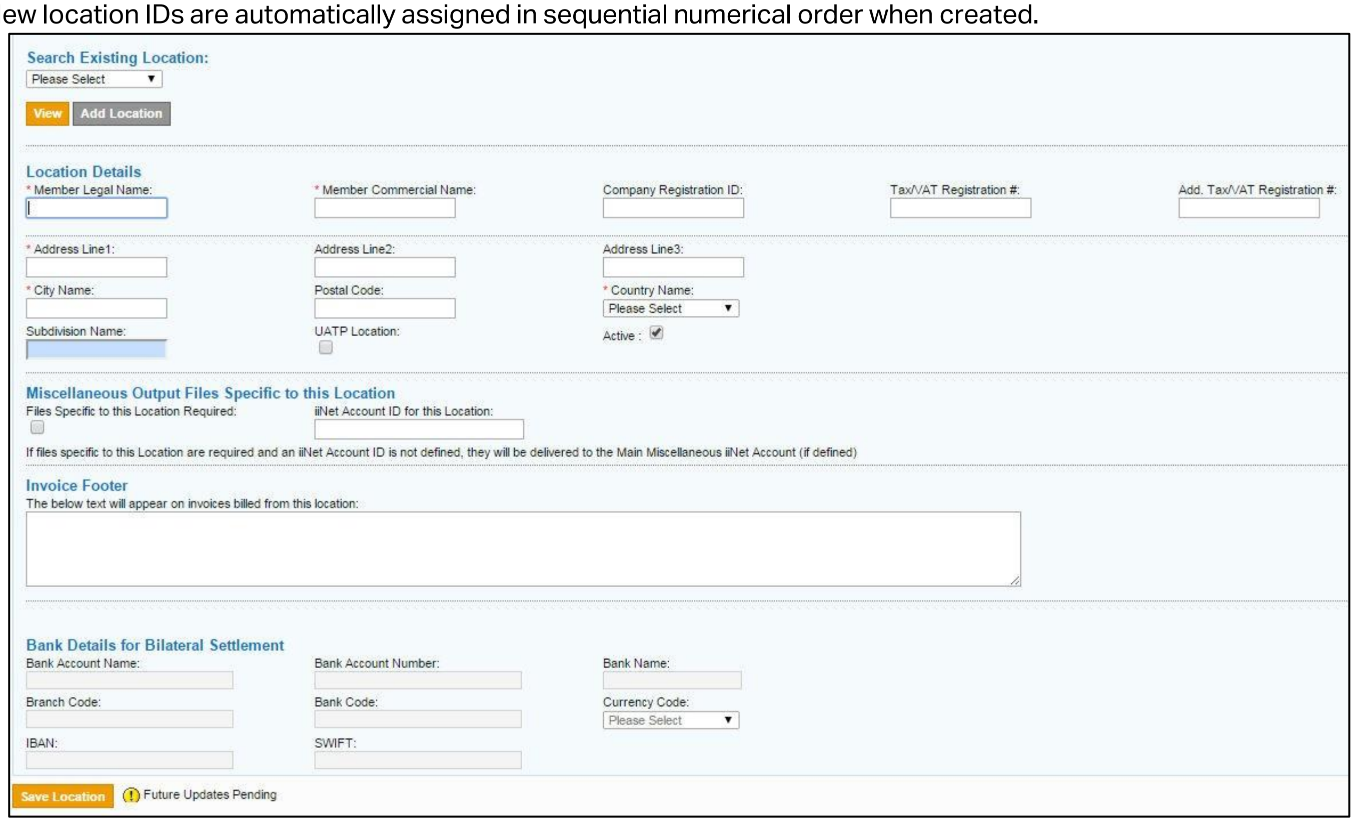
To view, edit or to add new Location IDs navigate to the “Locations’” Tab’”:



Drop down the “Search Existing Location” menu and click “View” to see the details of the location.

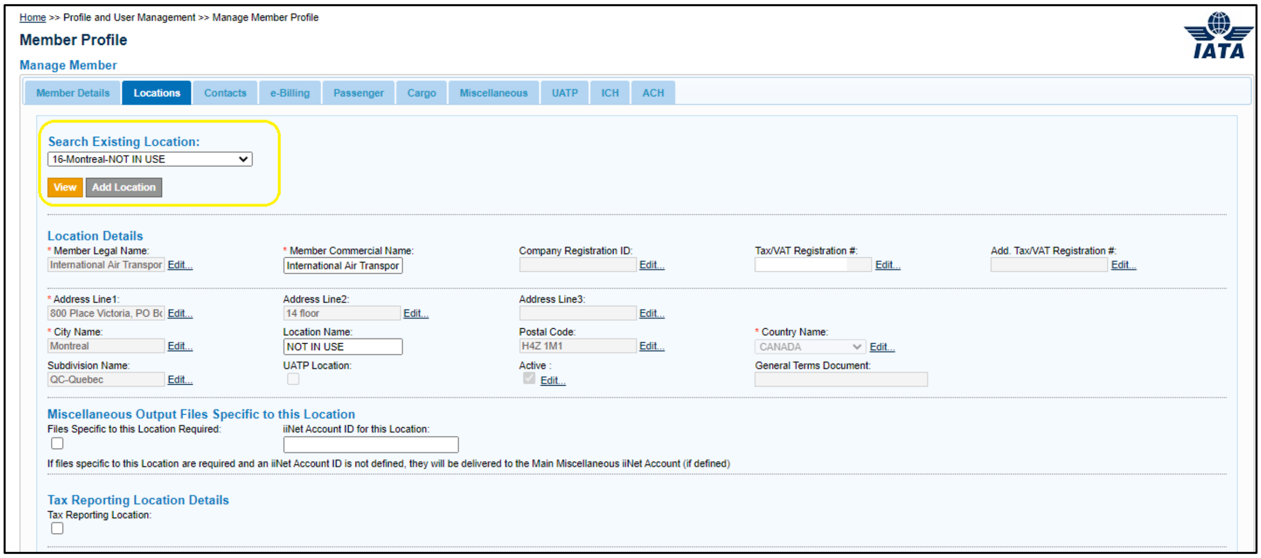
Click “Add Location” to add a new location ID.

New location IDs are automatically assigned in sequential numerical order when created.



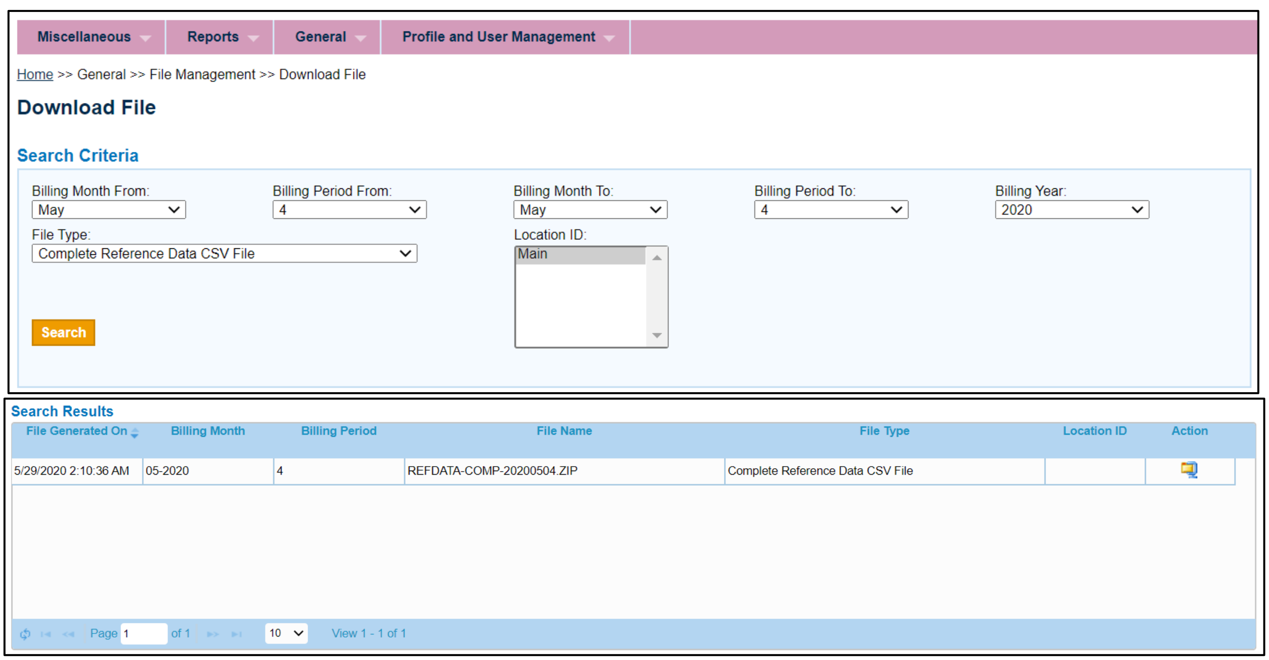
After all the details are verified click on the “Save Location” button at the bottom to save new location ID.

Once a location ID is saved, drop down the “Search Existing Location” menu and click “View” to see the details of the location.



Note: Any new Location ID or change made to an existing Location ID will take effect in the next/subsequent billing period

Location IDs can be used for legal purposes (to display address or tax information different from the main address) or to segregate data flows based on internal workflows. Location ID(s) can be used for both incoming (payable) and outgoing (receivable) invoices. A report including all Location ID(s) and associated reference data for all SIS participants is generated by SIS at the beginning of each billing period and can be downloaded from the IS-WEB interface or pushed to your iiNET account (configuration can be done on the “E-Billing” Tab of the Member Profile). This report is named the “Complete Reference Data CSV File”.

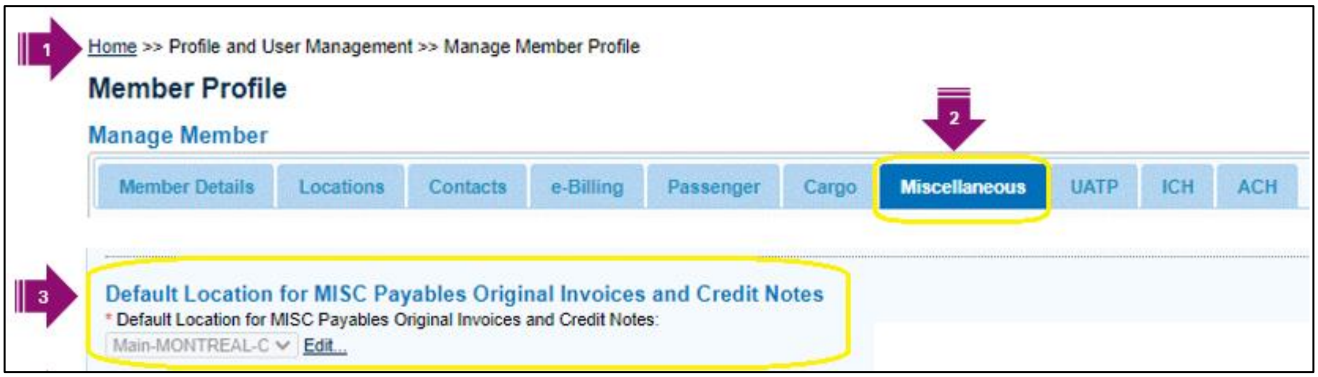


3. Defining a default Location ID for MISC Payables Invoices

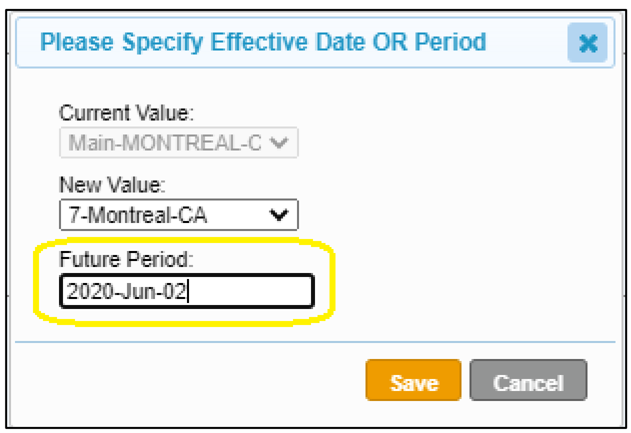
This feature allows the SIS Participants to specify the Location ID to which they wish to receive Miscellaneous Payable Original Invoices and Credit Notes, when the Location ID is not specified by the Billing Member or is provided as 'Main'. This feature is not applicable to rejection and correspondence invoices; the Location ID from an original invoice must be maintained throughout an invoice's rejection or dispute process.

This feature is applicable to 'Miscellaneous' billing category only.

Participants can configure a default Location ID for all incoming Miscellaneous invoices or can configure different Location IDs per Billing Member.

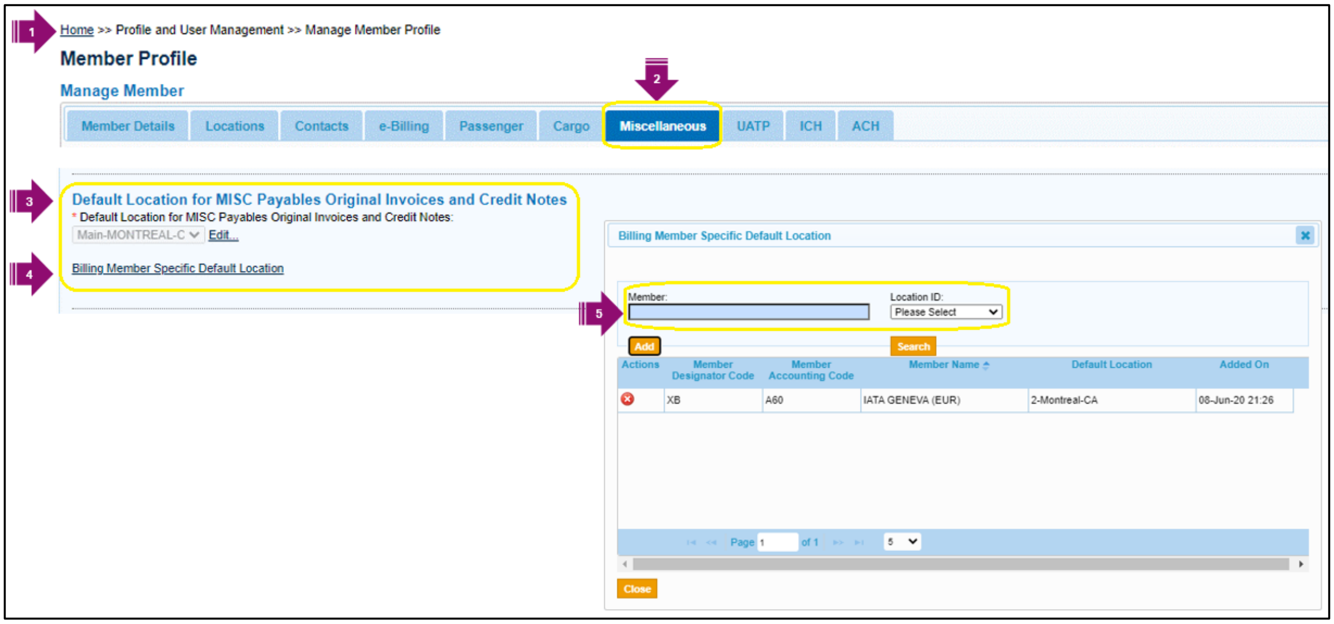


Any new entry or changes made to the Default Location ID for MISC Payables Original Invoices and Credit Notes will take effect in a future period (*not immediately*).



By clicking on the hyperlink of 'Billing member Specific Default Location" the SIS Participants can specify the Location ID where they wish to receive Miscellaneous Payable Original Invoices and Credit Notes from different Billing Members.

Any new entry or changes made to the Default Location ID for MISC Payables Original Invoices and Credit Notes will take effect in a future period.



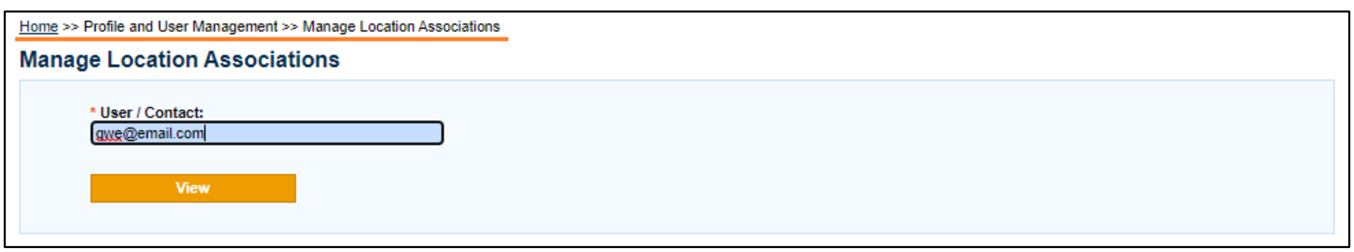
Additional details of this feature can be found here (*Ref: "CMP 805 - Default Location ID on airline request parameter*").

4. Defining Location ID(s) for Users & Contacts

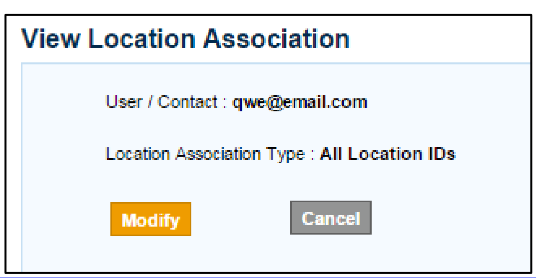
SIS allows participants to control access level for users based on permissions and based on Location IDs. By default, when new users or contacts are created they are associated to all existing Location IDs; to assign users or contacts to one or more Location IDs, please follow the steps below:

"Profile and User Management >> Manage Location Associations"

Enter the email address or use the down arrow to select from the list of users/contacts available

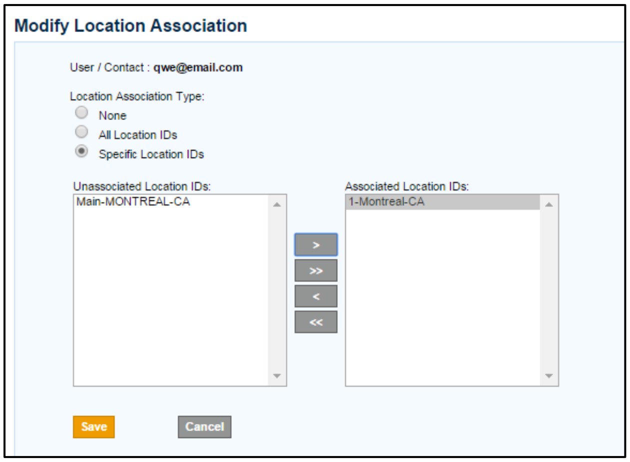


Confirm the user/contact for which location associations should be modified by clicking "Modify".

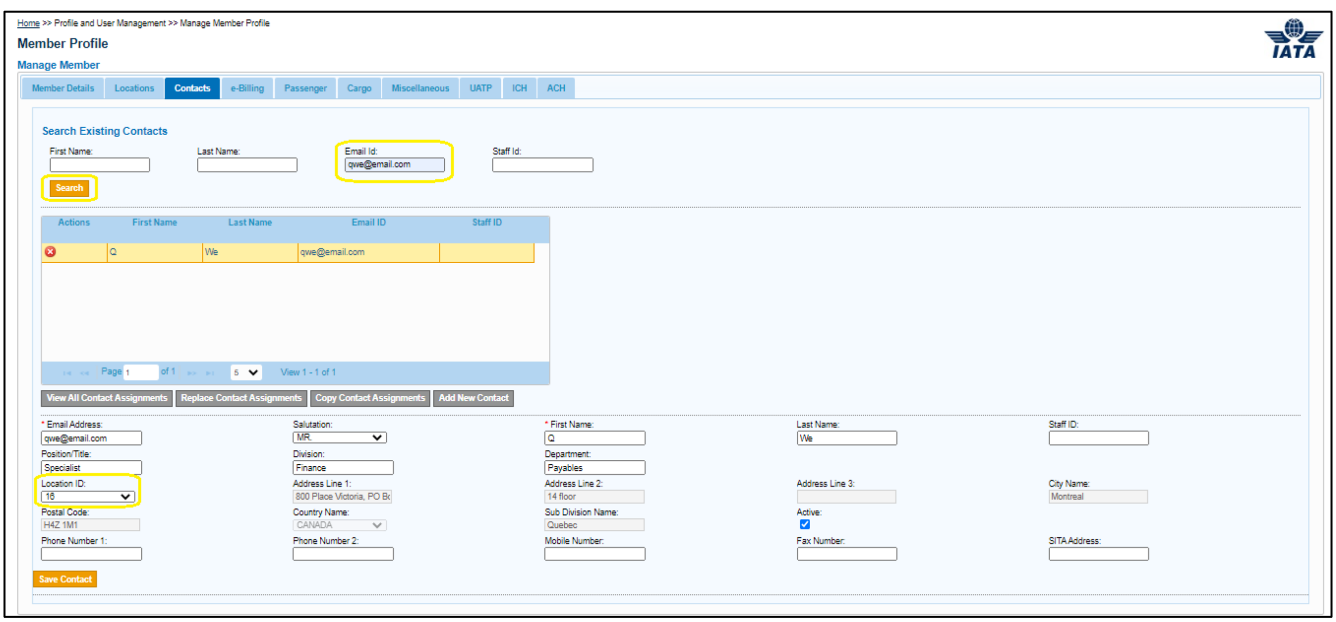


For "Location Association Type" select "Specific Location IDs". Under "Unassociated Location IDs" click on the ID(s) that needs to be assigned to the user/contact.

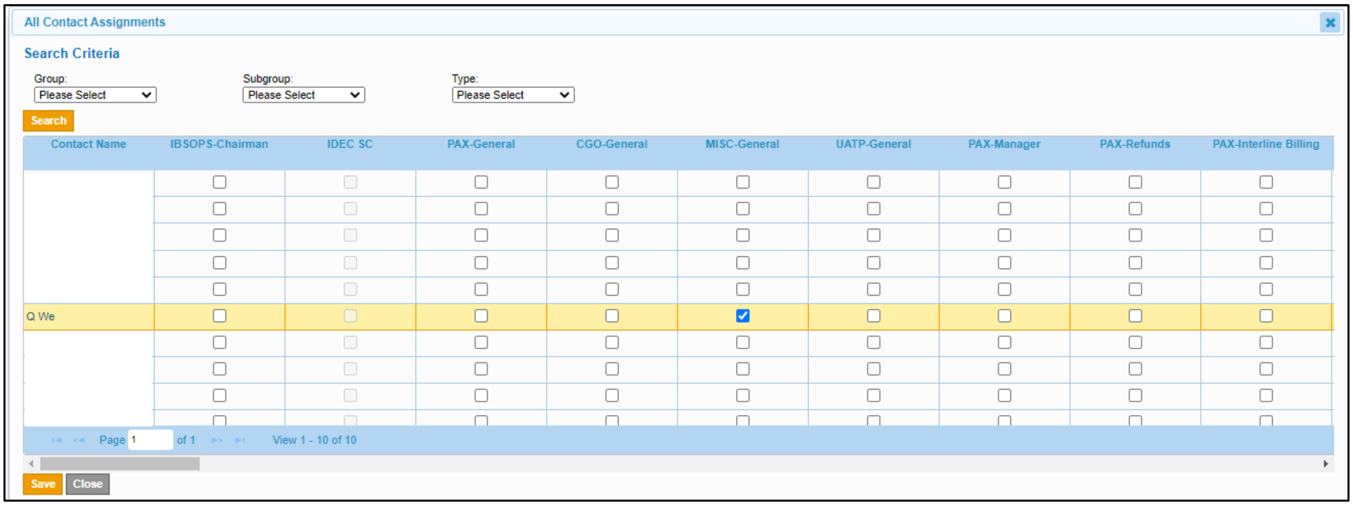
Click on the right arrow (>) to bring the selected ID(s) from "Unassociated" to "Associated" Location IDs column. Click 'Save' to save the user's new location ID associations. This change takes immediate effect.



The location association for the "linked contacts" (contacts who are also users) will be inherited from the user profile. Contacts that are defined in the "Contacts" tab of your SIS Member Profile and are associated to one or more Location IDs, will only receive their assigned email alerts for those Locations.



Click on "View All Contact Assignments" to view and edit (add/remove) appropriate email alerts for the contact.


All Contact Assignments
Search Criteria
Group:
Please Select
Subgroup:
Please Select
Type:
Please Select
Search
Contact Name
IBSOPS-Chairman
IDEC SC
PAX-General
CGO-General
MISC-General
UATP-General
PAX-Manager
PAX-Refunds
PAX-Interline Billing
Q We
Page 1 of 1
View 1 - 10 of 10
Save
Close

5. Defining Location ID(s) for SIS Output files

The Participants can configure what output files need to be provided in addition to the billed invoice files (IS-XML) in the Member Profile. In case of Miscellaneous billings, the Participants have the option of requesting Offline Archive Files (OAR), which include the following documents:

as the **Billed Entity**:

1. PDF Invoices
2. Detailed Listing of Line Item Details in PDF and CSV format
3. Digital Signature and Other Legal files
4. Supporting Documents

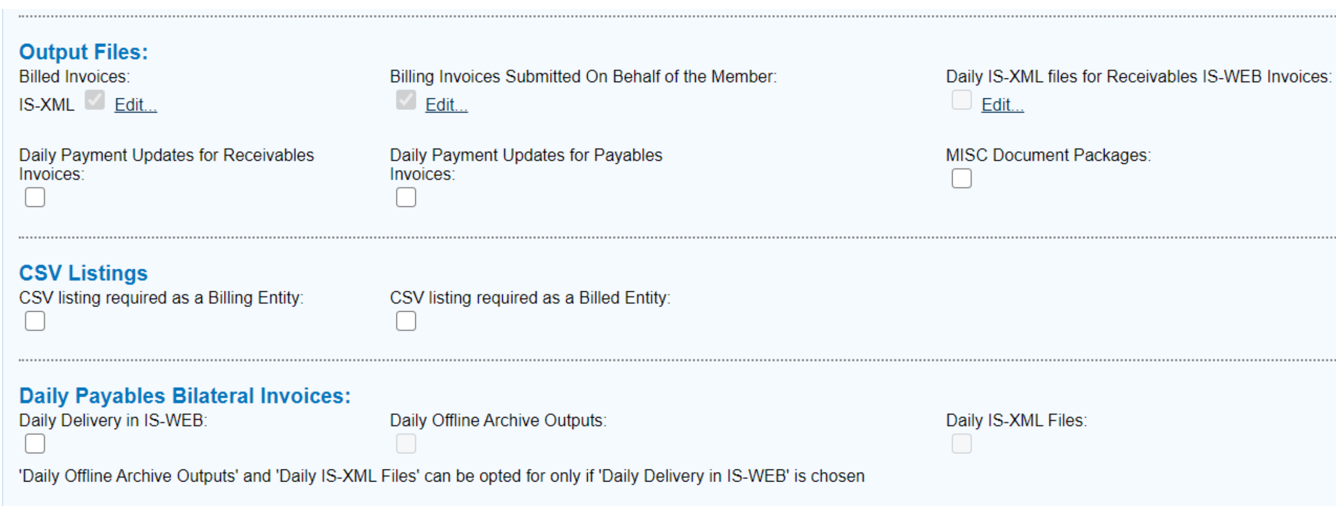
as the **Billing Entity**:

1. PDF Invoices
2. Detailed Listing of Line Item Details in PDF and CSV format
3. Digital Signature and Other Legal files

Depending on the setup of the Member Profile, SIS will automatically generate the Output Packages containing the relevant files. The files are generated on the SIS Calendar Billing Output Generation Date for every billing period and can be downloaded via the IS-WEB interface or can be pushed via iiNET.

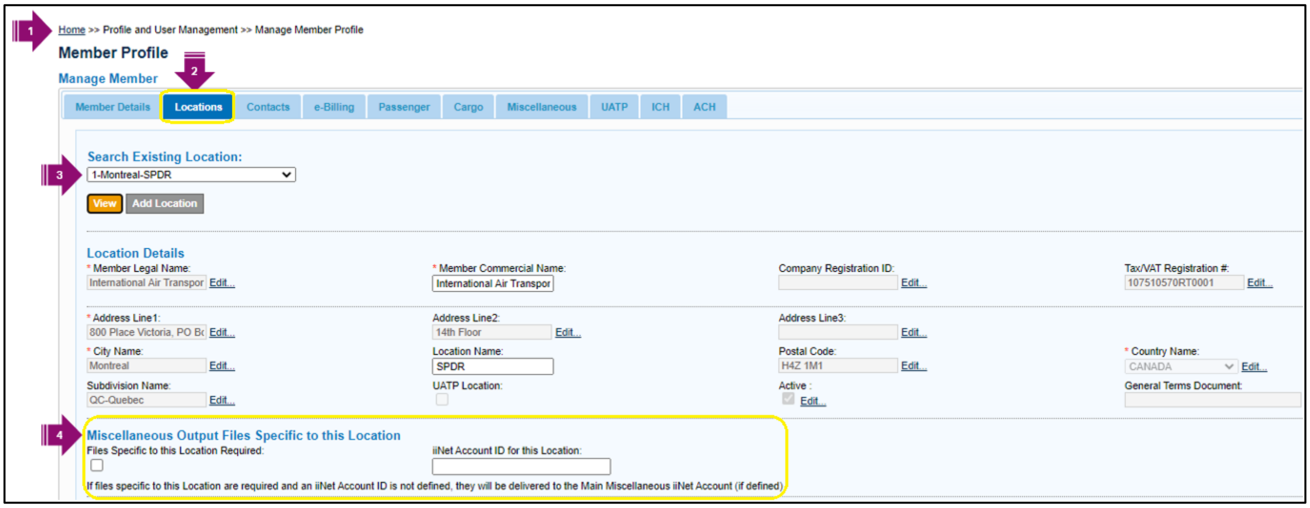
The same output files (IS-XML and OAR) can be generated on a daily basis for Payable Miscellaneous Bilateral Invoices; a daily process to generate these files runs at 01:00 UTC. **Bilateral Miscellaneous Payable Invoices delivered on a daily basis are not included in the weekly files.**

To enable Miscellaneous Output Files (weekly and/or daily), navigate to Profile and User Management >> Manage Member Profile >> Miscellaneous Tab:


Output Files:
Billed Invoices:
IS-XML Edit...
Billing Invoices Submitted On Behalf of the Member:
Edit...
Daily IS-XML files for Receivables IS-WEB Invoices:
Edit...
Daily Payment Updates for Receivables Invoices:
Daily Payment Updates for Payables Invoices:
MISC Document Packages:
CSV Listings
CSV listing required as a Billing Entity:
CSV listing required as a Billed Entity:
Daily Payables Bilateral Invoices:
Daily Delivery in IS-WEB:
Daily Offline Archive Outputs:
Daily IS-XML Files:
'Daily Offline Archive Outputs' and 'Daily IS-XML Files' can be opted for only if 'Daily Delivery in IS-WEB' is chosen

Additional information on SIS Output Files (including file naming convention, file structure and sample files) can be found in the **SIS Participation Guide** available on our website.

The output files (both weekly and daily IS-XML and OAR Files) can be generated per Location ID and can be routed to specific iiNET accounts. To enable Location Specific Output Files navigate to Profile and User Management >> Manage Member Profile >> Locations Tab:



Additional details of this feature can be found here (*Ref: "CMP 622 - Miscellaneous outputs split as per Location ID's*").

6. Receive IS-XML Validation Reports to a Specific iiNET Account

This feature allows SIS Participants to specify in the input IS-XML billing files the iiNET account ID to which they wish to direct the SIS validation report.

The iiNET account provided in the input IS-XML of the billing member must be:

- the iiNET account ID configured in the SIS Member Profile for the respective Billing Category

OR

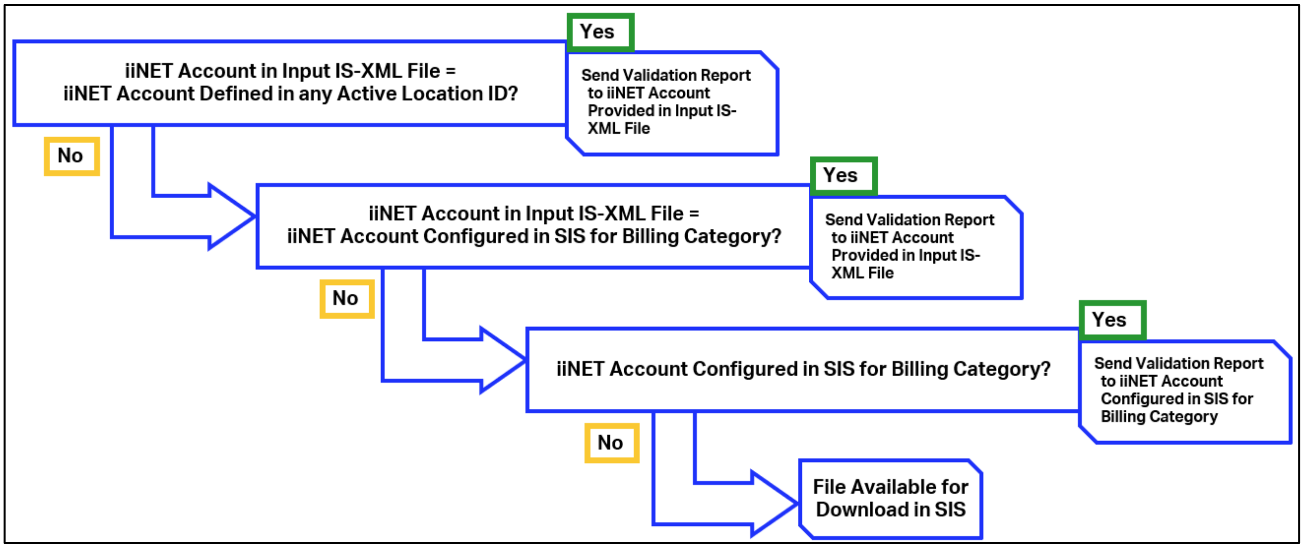
- the iiNET account ID configured under an Active Location IDs of the billing member in the field 'iiNET Account ID for this Location' where the flag 'Files Specific to this Location Required' is enabled

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

- a validation error report ("R2") with a Warning message will be generated to indicate the unverified iiNET account

AND

- the validation report file will be sent to the iiNET account configured in the SIS Member Profile for the respective Billing Category



Additional details of this feature can be found here (*Ref: "CMP 751- SIS IS-XML validation reports to a specific iiNET account*").

For any questions, please contact us via

the [IATA Customer Portal]