

IATA WEBINAR

SIS WEBINAR #04 – 2021 WORKING WITH IS-WEB

Presenters:

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SIS



IATA Legal Reminders

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- ! 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.

Welcome!

Let's learn more about...

- **Invoice Creation by Billing Category**
- **Invoice Submission Features (Future Submissions, Supporting Documents, File Validation Controls)**
- **Using the Processing Dashboard**
- **Working with Payable Invoices**
- **Billing History and Correspondence Modules**



Enter your Questions in the "Questions" box!

Guest Speaker

Jessica Travis

Manager, Interline Settlement & Audit





Working with IS-Web

Invoice Submission Features



SIS Simplified Invoicing and Settlement

Passenger Cargo Miscellaneous UATP Reports General Profile and User Management

Home

Upcoming Milestones

IS ICH ACH

Current Period: May 2021 P3

Period	Milestone	Date (EST)	Local Date
May 2021 P3	Submission Deadline for ACH Invoices	28-May-21 17:00	28-May-21 15:00
May 2021 P3	Closure of Late Submissions (ACH Invoices)	29-May-21 06:00	29-May-21 04:00
May 2021 P3	Submission Deadline for ICH and Bilateral Invoices	28-May-21 17:00	28-May-21 15:00
May 2021 P3	Auto Billing Invoice Finalization	28-May-21 16:00	28-May-21 14:00
May 2021 P4	Submissions Open	29-May-21 00:00	28-May-21 22:00

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

- **Future Submissions**
- **Supporting Documents**
- **File Validation Controls**

...and many more!

Reference [ISPG](#) Chapter 7

Submission Features – Member Profile Mgmt

- Validations
 - Reject File in Error vs. Reject Invoice in Error
 - Allow Resubmission of Failed Invoices
- Online Corrections Allowed (Optional)
- Define Additional Supporting Document File Types
- Future Billing Submissions
 - Recurring Billings



Invoice Creation by Billing Category

(IS-WEB & File Upload)

- Four Billing Categories:
 - **Passenger | Cargo | Miscellaneous | UATP***
 - Reference [ISPG](#) Chapters 3, 4, 5 and 6
- Methods of Invoice Creation:
 - **IS-WEB (Online)**
 - **Input File Upload (IS-IDEC / IS-XML)**



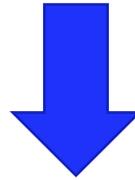
Invoice Types by Billing Category

- Passenger: **Passenger-Transportation** related billings only.
 - Transactions are identified by **source codes** for:
 - Prime Billings – Non-Sampling/Sampling; Rejection Memos; Billing Memos; Credit Memos
- Cargo: **Cargo-Transportation** related billings only.
 - Transactions are identified by **transaction types** for:
 - Prime Billings – “Charge Collect” or “Prepaid” Air Waybills (AWBs); Rejection Memos; Billing Memos; Credit Memos
- Miscellaneous: **Non-Transportation** related billings.
 - Transactions are identified by **invoice types**:
 - Original Invoices; Rejection Invoices; Correspondence Invoices; Credit Notes

Invoice Creation Steps / Concept: IS-WEB

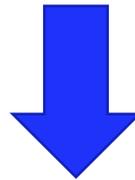
1. Create Invoice Header

- Currency of Listing vs. Currency of Billing



2. Create Invoice Capture/Listing

- Passenger – Prime Billings (Non-Sampling/Sampling), RM, BM, or CM Captures
- Cargo – Prime Billings (AWB's), RM, BM, or CM Captures
- Miscellaneous – Original, Rejection, Correspondence, Credit Note Captures

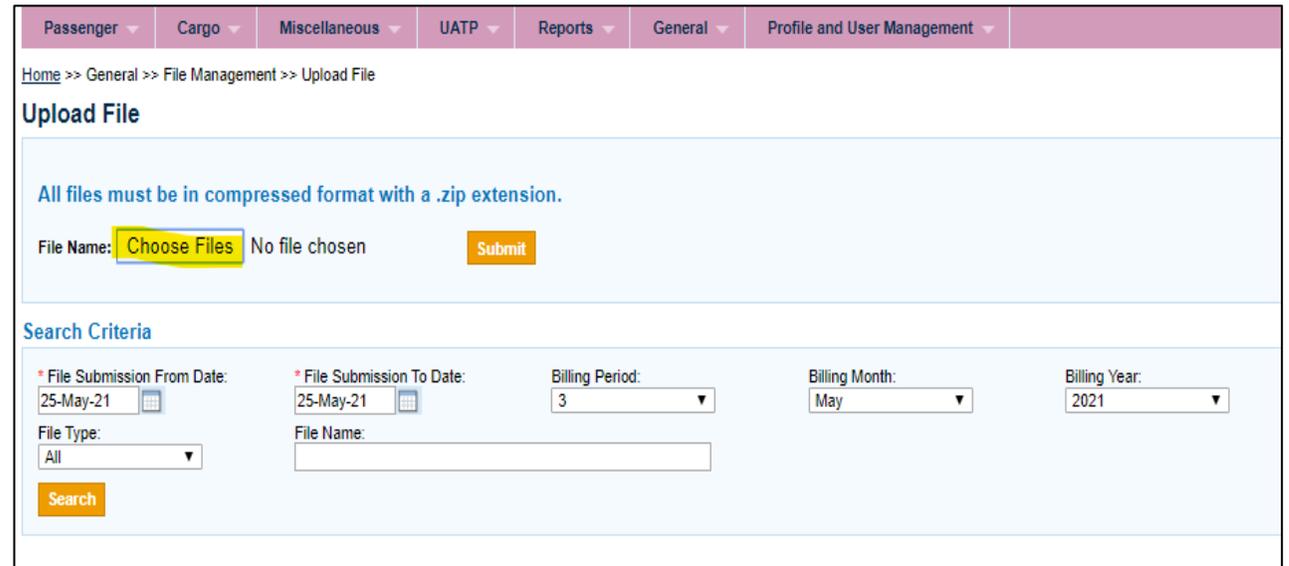
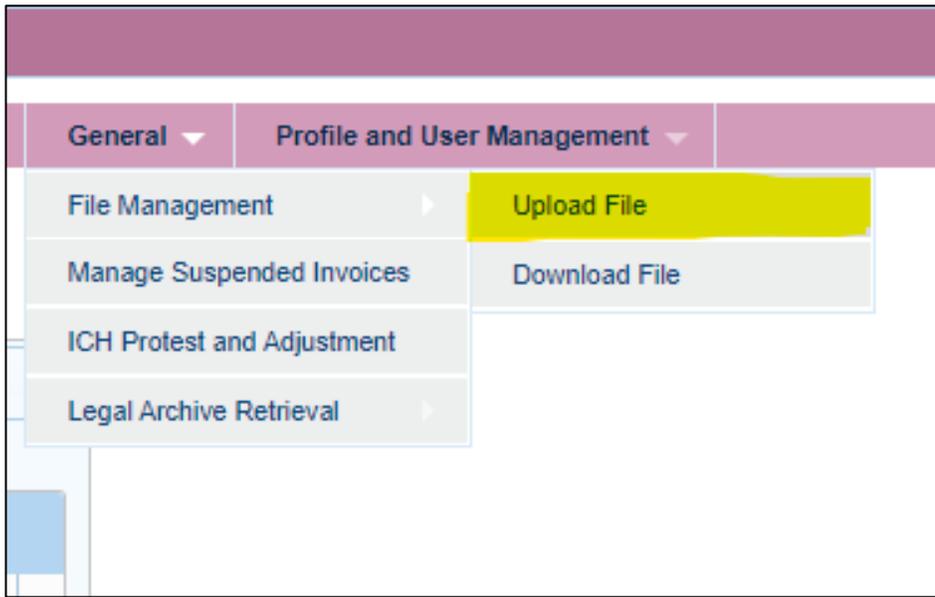


3. Validate and Submit

- From Invoice Creation or Manage Invoice Screens

Invoice Creation Steps / Concept: File Upload

- Applies the same concept as IS-WEB submissions, but must comply with the IS-IDEDEC / IS-XML File Specifications.
- File Types: IS-IDEDEC, IS-XML.
 - File Specifications located – iata.org/sis:
 - SIS for Airlines >> “Documents” Tab >> [Complete ISPG package v4.2.0.0](#) (zip)

A screenshot of the 'Upload File' page in the IS-WEB application. The page has a navigation bar at the top with tabs for 'Passenger', 'Cargo', 'Miscellaneous', 'UATP', 'Reports', 'General', and 'Profile and User Management'. The breadcrumb trail is 'Home >> General >> File Management >> Upload File'. The main heading is 'Upload File'. Below the heading, there is a message: 'All files must be in compressed format with a .zip extension.' The 'File Name:' field contains a 'Choose Files' button, followed by the text 'No file chosen' and a 'Submit' button. Below this, there is a 'Search Criteria' section with several input fields: '* File Submission From Date:' (25-May-21), '* File Submission To Date:' (25-May-21), 'Billing Period:' (3), 'Billing Month:' (May), and 'Billing Year:' (2021). There are also dropdown menus for 'File Type:' (set to 'All') and 'File Name:' (empty). A 'Search' button is located at the bottom left of the search criteria section.

Demo



Let's Do a Demo!

Things to Remember!

- Common Errors
 - Data Entry Errors
 - Missing SIS+CH Calendar Deadlines / Milestones
 - Omitting Supporting Documents
 - Member Profile Settings
- Best Practices
 - Segregation of Duties Internally
 - Ensure Master Data is Updated Regularly
 - Consult SIS Support Documentation
 - (e.g. ISPG, User Guide, Reference Docs)
 - Subscribe to Optional Services
 - Legal Archiving & Digital Signature Services



Poll #1

At what point during the invoice creation process can a supporting document be attached?

- (1) Together with the Billing File Upload
- (2) During Prime/BM/RM/CM Capture
- (3) After validation and submission
- (4) Up to two (2) days after Period closure (as per SIS+CH Calendar)
- (5) All of the above



Using the Processing Dashboard

Processing Dashboard

- Manage all Created **Receivable Invoices and Credit Notes Only** by IS-WEB or File Upload
- **Invoice Status**
 - SMI, Invoice Number, Billing Category, Validation, Presented
- **Billing File Status**
 - File Name, File Format, File Status
- **Document Package Status**
 - Sending/Receiving Member, Package Type, Submission method, Validation, presented

Processing Dashboard – Invoice Status

Home >> Reports >> Processing Dashboard

IS Processing Dashboard

Search Criteria

Quick Search
 Detail Search

* Clearance Year 2020	* Clearance Month Dec	Period All	Billing Member XB-A89-IATA MONTREAL	Billed Member
Clearance Type All	Billing Category All	Invoice No.	Invoice Status All	Submission Method All
			Daily Delivery Status All	

Validation	Value Confirmation / Tax Submission	Digital Signature	Settlement File Sent	Daily Delivery	Presented
●	-	-	●	-	●
●	-	-	-	-	●
●	-	-	-	-	●
●	-	-	-	-	●
●	-	-	-	-	●
●	-	-	●	-	●
●	-	-	●	-	●
●	-	-	-	-	●

- Invoice Status → Indicates the status of the invoice
 - **Open** = invoice has been created but **not submitted**
 - **Ready for Submission** = invoice has been created and validated but **not submitted**
 - **Validation Error – Web Invoice** = invoice manually submitted via IS WEB that **failed validation**
 - **Error – Correctable** = Invoice submitted via file that **failed validation** for error correctable (can be corrected online)
 - **Error – Non Correctable** = invoice submitted via file that **failed validation** for error non correctable (has to be deleted, corrected and resubmitted)
 - **Ready for Billing** = invoice has been **submitted**
 - **Claimed** = invoice has been **submitted and accepted by the Clearing House**
 - **Presented** = invoice is **available for the billed member**

Processing Dashboard – Invoice Status

- **Validation** → Indicates the status of the validation
 - ● = successful
 - ● = pending
 - ● = failed

- **Digital Signature** → indicates the status of the Digital Signature process
 - -- = not required
 - ● = successful
 - ● = pending
 - ● = failed

- **Daily Delivery** → Indicates whether invoices are for daily delivery:
 - -- = not required (invoice will be delivered after period closure)
 - ● = successful (invoice is available)
 - ● = pending (invoice will become available within 24h)
 - ● = failed (invoice failed validation)

- **Presented** → indicates whether the invoice is available to the billed member to download
 - ● = successful (invoice is available)
 - ● = pending (invoice will be available after period closure)
 - ● = failed (invoice failed validation)

Processing Dashboard – Future Submissions

IS and CH Calendar Report								
Search Criteria: Calendar Year:2021, Calendar Type:IS and ICH and ACH, Time Zone:(UTC-05:00) Eastern Time (US and Canada)								
IS 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	
January-2021	1	08-Jan 0:00	25-Dec 13:00	14-Jan 17:00	14-Jan 17:00	18-Jan 23:00	18-Jan 0:00	14-Jan 16:00
	2	15-Jan 0:00	25-Dec 13:00	21-Jan 17:00	21-Jan 17:00	25-Jan 23:00	25-Jan 0:00	21-Jan 16:00
	3	22-Jan 0:00	25-Dec 13:00	28-Jan 17:00	28-Jan 17:00	01-Feb 23:00	01-Feb 0:00	28-Jan 16:00
	4	29-Jan 0:00	25-Dec 13:00	08-Feb 17:00	08-Feb 17:00	10-Feb 23:00	10-Feb 0:00	08-Feb 16:00
February-2021	1	09-Feb 0:00	25-Jan 13:00	16-Feb 17:00	16-Feb 17:00	18-Feb 23:00	18-Feb 0:00	16-Feb 16:00
	2	17-Feb 0:00	25-Jan 13:00	22-Feb 17:00	22-Feb 17:00	24-Feb 23:00	24-Feb 0:00	22-Feb 16:00
	3	23-Feb 0:00	25-Jan 13:00	01-Mar 17:00	01-Mar 17:00	03-Mar 23:00	03-Mar 0:00	01-Mar 16:00
	4	02-Mar 0:00	25-Jan 13:00	08-Mar 17:00	08-Mar 17:00	10-Mar 23:00	10-Mar 0:00	08-Mar 16:00
March-2021	1	09-Mar 0:00	25-Feb 13:00	15-Mar 17:00	15-Mar 17:00	17-Mar 23:00	17-Mar 0:00	15-Mar 16:00
	2	16-Mar 0:00	25-Feb 13:00	22-Mar 17:00	22-Mar 17:00	24-Mar 23:00	24-Mar 0:00	22-Mar 16:00
	3	23-Mar 0:00	25-Feb 13:00	29-Mar 17:00	29-Mar 17:00	31-Mar 23:00	31-Mar 0:00	29-Mar 16:00
	4	30-Mar 0:00	25-Feb 13:00	07-Apr 17:00	07-Apr 17:00	09-Apr 23:00	09-Apr 0:00	07-Apr 16:00

Future Date submission opens the 25 of each month for the 4 billings periods of the next month



Processing Dashboard – Future Submissions

IS Processing Dashboard

Search Criteria

Quick Search
 Detail Search

* Clearance Year:
 * Clearance Month:
 Period:

Billing Member:
 Billed Member:

Clearance Type:
 Billing Category:
 Invoice No.:

Invoice Status:
 Submission Method:

Daily Delivery Status:

Search Results

<input type="checkbox"/>	Billing Period	SMI	Billing Member	Billing Member Name	Billed Member	Billed Member Name	Invoice Status	Invoice No.	Invoice Date	Billing Category	Invoice Curr.	Invoice Amount	Clearance Curr.
<input type="checkbox"/>	2021-Jun-02	1	XB-777	Test Airline2	XB-008	Airline 1	Validated- Future Submission	Future1	25 May 2021	Miscellaneous	USD	4,650.000	USD
<input type="checkbox"/>	2021-Jun-03	1	XB-777	Test Airline2	XB-008	Airline 1	Validated- Future Submission	test1	23 Jun 2021	Miscellaneous	USD	100.000	USD

Demo



Let's Do a Demo!

Things to Remember!

- Manage receivable invoices/credit notes only in Processing Dashboard.
- Check for invoice errors / statuses to take corrective action before the end of each billing period.
 - Delete failed invoices / files
 - Resubmit invoices / files
 - Late Submissions
 - Submit files in Increment Billing Period
 - Download Dashboard Reports

Poll #2

Which of the below responses personally correlates to the following statement?

“I use the SIS processing dashboard to view and manage my receivable invoices in SIS...”

- (1) ...daily
- (2) ...weekly
- (3) ...monthly
- (4) ... not often



Working with Payable Invoices

Working with Payable Invoices

- Manage and find your payable invoices
 - Billing category
 - Invoice number
 - Output Files after period closure:
 - Offline Archive Files (OAR)
 - Invoice PDF, Listings, Supporting Documents
 - Output IS-XML / IS-IDEC Files
 - Contains Payable Invoice Data for Automation



Working with Payable Invoices-Billing Category

Home >> Passenger >> Payables >> Invoice Search

Invoice Search

Search Criteria

* Billing Year/Month: 2021-May	* Billing Period: All	Billing Code: All	Billing Member: <input type="text"/>
Invoice/Credit Note Number: <input type="text"/>	SMI: All		

Search Results

Actions	Billing Period	Billing Member	Billing Code	Invoice/Credit Note No	SMI	Listing Currency	Listing Amount	Exchange Rate	Billing Currency	Billing Amount
  	May 2021 P2	XB-777-Test Airline2	NS	XBCM050201	B	USD	-85,321.00	1.00000	USD	-85,321.00
  	May 2021 P2	XB-777-Test Airline2	NS	20210502	B	USD	2,722.04	1.00000	USD	2,722.04



Working with Payable Invoices-Invoice Number

Passenger ▾ Cargo ▾ Miscellaneous ▾ UATP ▾ Reports ▾ General ▾ Profile and User Management ▾

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

Invoice / Document Package Search

INVOICE01

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Invoices/Credit Notes | Document Packages

Search Criteria

*Delivery Date From: 26-May-21
*Delivery Date To: 26-May-21
Transaction Type: All
Billing Member:
*Billed to Location ID: Main

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

Search Clear

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
    	22-May-21	XB-777-Test Airline2	Main	Original Invoice	INVOICE01	Ground Handling	BILATERAL	SBD	715.500	File Delivered to Billed Member	File Received

Working with Payable Invoices- Output Files

Home >>General >> File Management >> Download File>> Offline Archive Files (OAR

Passenger ▾ Cargo ▾ Miscellaneous ▾ UATP ▾ Reports ▾ General ▾ Profile and User Management ▾

Home >> General >> File Management >> Download File

Download File

Search Criteria

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

File Type: Location ID:

Search Criteria for Daily MISC Bilateral Files to Billed Members/Document Package Files to Sending or Receiving Members:

* Delivery Date From: * Delivery Date To: File Type: * Location ID:

Search Results

File Generated On	Billing Month	Billing Period	File Name	File Type	Location ID	Action
5/25/2021 12:04:17 AM	05-2021	2	OAR-PAX-R-008-20210502.ZIP	Offline archive files		
5/25/2021 12:04:16 AM	05-2021	2	OAR-PAX-P-008-20210502.ZIP	Offline archive files		



How to initiate a rejection in IS-WEB



How to initiate a rejection in IS-WEB – PAX & CGO

Home >> Passenger >> Payables >> Invoice Search

Invoice Search

Search Criteria

* Billing Year/Month: 2021-May
* Billing Period: 2
Billing Code: All
Billing Member:
Invoice/Credit Note Number:
SMI: All

Search **Clear**

Search Results

Actions	Billing Period	Billing Member	Billing Code	Invoice/Credit Note No	SMI	Listing Currency	Listing Amount	Exchange Rate	Billing Currency	Billing Amount
  	May 2021 P2	XB-777-Test Airline2	NS	XBCM050201	B	USD	-85,321.00	1.00000	USD	-85,321.00
  	May 2021 P2	XB-777-Test Airline2	NS	20210502	B	USD	2,722.04	1.00000	USD	2,722.04



How to initiate a rejection in IS-WEB - MISC

Home >> Miscellaneous >> Payables >> Invoice / Document Package Search

Invoice / Document Package Search No LOGO
150px X 50px

Invoices/Credit Notes | Document Packages

Search Criteria

* From Period: 2021-May-03 * To Period: 2021-May-03 Transaction Type: All Billing Member: * Billed to Location ID: Main

Invoice/Credit Note Number: SMI: All Charge Category: All Location:

Payment Status as per Billing Member: All Payment Status as per Billed Member: All

Search **Clear**

Search Results

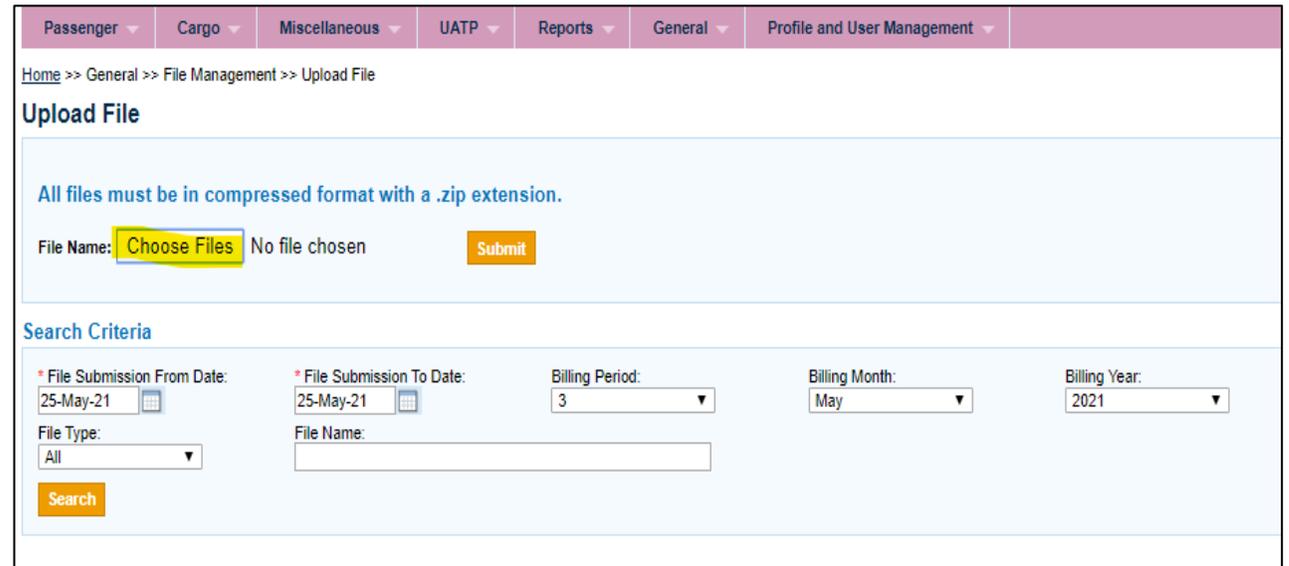
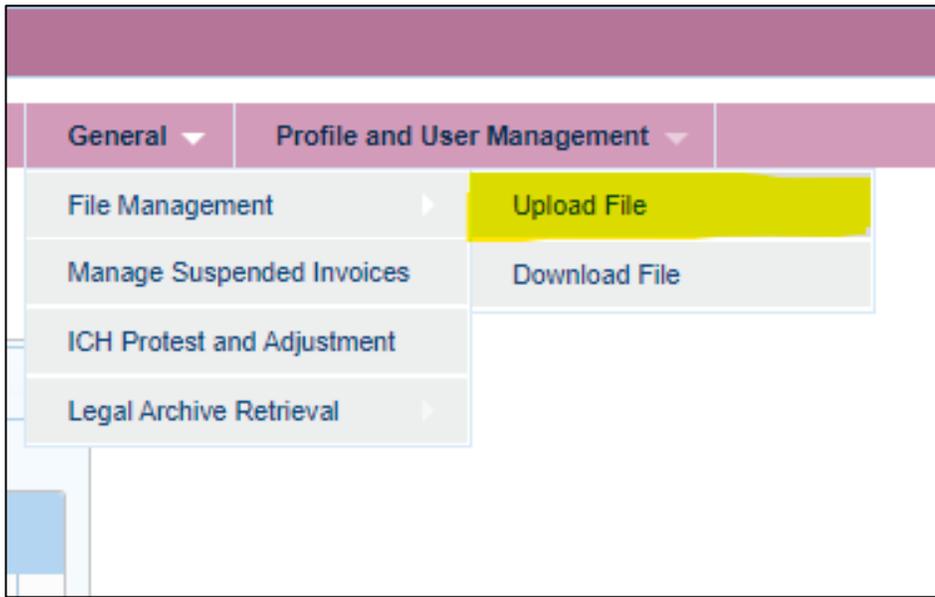
Actions	Billing Period	Billing Member	Billed Member's Location ID	Transaction Type	Invoice/Credit Note Number	Charge Category	SMI	Billing Currency	Billing Amount	Exchange Rate	Clearance Currency	Clearance Amount	Payment Status as per Billing Member	Payment Status as per Billed Member
    	May 2021P3	XB-008-Airline 1	Main	Original Invoice	Inv5503	Ground Handling	I	USD	50.710	1.00000	USD	50.710		Settled via Clearing House
    	May 2021P3	XB-008-Airline 1	Main	Original Invoice	Inv5577	Ground Handling	I	USD	50.710	1.00000	USD	50.710		Settled via Clearing House

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Download

Rejection Creation Steps / Concept: File Upload

- Applies the same concept as IS-WEB submissions, but must comply with the IS-IDEC / IS-XML File Specifications.
- File Types: IS-IDEC, IS-XML.
 - File Specifications located – iata.org/sis:
 - SIS for Airlines >> “Documents” Tab >> [Complete ISPG package v4.2.0.0](#) (zip)

A screenshot of the 'Upload File' page in the IS-WEB application. The page has a navigation bar at the top with tabs for 'Passenger', 'Cargo', 'Miscellaneous', 'UATP', 'Reports', 'General', and 'Profile and User Management'. The breadcrumb trail is 'Home >> General >> File Management >> Upload File'. The main heading is 'Upload File'. Below the heading, there is a message: 'All files must be in compressed format with a .zip extension.' The 'File Name:' field contains a 'Choose Files' button, followed by the text 'No file chosen' and a 'Submit' button. Below this, there is a 'Search Criteria' section with several input fields: '* File Submission From Date:' (25-May-21), '* File Submission To Date:' (25-May-21), 'Billing Period:' (3), 'Billing Month:' (May), and 'Billing Year:' (2021). There is also a 'File Type:' dropdown menu set to 'All' and a 'File Name:' text input field. A 'Search' button is located at the bottom left of the search criteria section.

Demo



Let's Do a Demo!

Things to Remember!

- Payable invoices can be searched and downloaded by billing category.
- Offline Archive Files (OAR) contain Invoice PDF, Listings and Supporting Documents for all Payable Invoices by Billing Period.
- Pax and Cargo Rejection process is slightly different from the Miscellaneous.
- Engage with your invoicing partners on payable invoices before rejecting.

Poll #3

What is your most frequently-used method to retrieve / download output files for Payable Invoices/Credit Notes?

- (1) "Billing Category >> Payables >> Invoice Search"
- (2) "General >> File Management >> Download Files"
- (3) Manual retrieval from iiNET / FTP
- (4) Automated retrieval from iiNET / FTP



Correspondence and Billing History

Correspondence and Billing History

- Payable and Receivable Invoices Search
- Search for and Reply to Correspondences
- View & Download Audit Trail (pdf) with Supporting Documents
- Initiate Billing Memo (PAX/CGO) or Correspondence Invoice (MISC)



Billing History and Correspondence

Home >> PAX / CGO / MISC/ UATP >> Billing History and Correspondence

[Home](#) >> [Miscellaneous](#) >> Billing History and Correspondence

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Billing History

Invoice Search Criteria

* Billing Type:

Receivables ▼

* Billing Year / Month.:

2021-May ▼

* Billing Period:

All ▼

* Member Code:

XB-008-Airline 1

* Billed from/to Location ID:

Main

Invoice Number:

Charge Category:

Please Select ▼

Rejection Stage:

Please Select ▼

Search

Clear

Billing History and Correspondence

Invoice Search Results & Actions: **View Audit Trail; Show Details**

Search Result											
Actions	Transaction Date	Transaction No.	Member Code	Billing/Billed Member's Location ID	Charge Category	Rejection Stage	Correspondence Status	Correspondence Sub Status	Number Of Days To Expire	Authority To Bill	Transaction Ar
 	MAY-21 P2	999052102	777	Main	Ground Handling	0					USD
 	MAY-21 P1	Example	777	Main	Finance	0					USD
 	MAY-21 P2	ARLN105202	777	Main	Ground Handling	0					USD -9
 	MAY-21 P2	INVOICE01	777	Main	Ground Handling	0					SBC

Correspondence Search Results & Actions:
View Audit Trail; Show/Create Correspondence; Open Correspondence Invoice

Search Result											
Actions	Transaction Date	Transaction No.	Member Code	Billing/Billed Member's Location ID	Charge Category	Rejection Stage	Correspondence Status	Correspondence Sub Status	Number Of Days To Expire	Authority To Bill	
 	25-Mar-21				Partner Alliance	0	Open	Responded	29	NA	
  	11-Feb-21				Engineering	0	Expired	Responded	0	NA	
 	25-Jan-21				Engineering	0	Closed	Due To Expiry	0	Yes (Full)	
 	25-Jan-21				Engineering	0	Closed	Due To Expiry	0	Yes (Full)	
 	25-Jan-21				Engineering	0	Closed	Due To Expiry	0	Yes (Full)	
 	25-Jan-21				Engineering	0	Closed	Due To Expiry	0	Yes (Full)	

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Billing History and Correspondence

[Home](#) >> [Miscellaneous](#) >> [Billing History and Correspondence](#) >> [Audit Trail](#)

Billing History Audit Trail

[Back](#)

[Generate PDF](#)

Include Supporting Document(s)

Stage 0, Original Invoice

Billing Period	Billing Member	Billed Member	Invoice Number	Invoice Date	Charge Category	PO Number	Net Amount
May 2021 P3	XB-777-Test Airline2	XB-008-Airline 1	Example2	27-May-21	Finance		USD 100.000

Line Item #	Charge Code	Description	Quantity	UOM Code	Unit Price	Currency Code	Gross Amount	Tax	VAT	Add/Deduct Charge	Net Amount
1	Misc	test	1	EA	100.0000	USD	100.000				100.000

[Back](#)

[Generate PDF](#)

Include Supporting Document(s)

Demo



Let's Do a Demo!

Billing History and Correspondence

Correspondence Search Criteria

* From Date: * To Date:

Member Code:

Correspondence Owner:

Correspondence Initiating Member:

Correspondence Ref. No.:

* Correspondence Status:

Correspondence Sub Status:

Authority To Bill:

Number Of Days To Expiry:

Charge Category:

Search Result

Actions	Transaction Date	Transaction No.	Member Code	Billing/Billed Member's Location ID	Charge Category	Rejection Stage	Correspondence Status	Correspondence Sub Status	Number Of Days To Expire	Authority To Bill
 	25-Mar-21				Partner Alliance	0	Open	Responded	29	NA
 	11-Feb-21				Engineering	0	Expired	Responded	0	NA
 	25-Jan-21				Engineering	0	Closed	Due To Expiry	0	Yes (Full)
 	25-Jan-21				Engineering	0	Closed	Due To Expiry	0	Yes (Full)
 	25-Jan-21				Engineering	0	Closed	Due To Expiry	0	Yes (Full)
 	25-Jan-21				Engineering	0	Closed	Due To Expiry	0	Yes (Full)

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Actions: Audit Trail; Show/Create Correspondence; Correspondence Invoice.

Correspondence Details

Correspondence

Correspondence Details

From Member:	To Member:	Correspondence Date: 11-Feb-21	Correspondence Reference Number:	Correspondence Stage: 5
To E-Mail ID(s):				
Additional E-Mail ID(s) pertaining to Initiator,				
Additional E-Mail ID(s) pertaining to Non-Initiator,				
Charge Category: Engineering	Our Reference:	Your Reference:	Amount To Be Settled: USD 14844.98	Authority To Bill: <input type="checkbox"/>
Correspondence Owner:	Correspondence Status: Expired	Correspondence Sub Status: Responded		
Subject: Opening Correspondence Regarding Inv				
Correspondence Text: Our Engineering department has been in contact with in order to resolve this issue.				

[Download PDF](#) [Attachments](#) [Close Correspondence](#) [Back](#)

Create Correspondence Invoice

Home >> Miscellaneous >> Billing History and Correspondence >> Create Correspondence Invoice

Create Miscellaneous Correspondence Invoice

Invoice Header

* Billed Member: <input type="text"/>	* Invoice Number: <input type="text"/>	* Invoice Date: 28-May-21 <input type="text"/>	* Charge Category: Engineering <input type="text"/>	Location (Airport/City Code): <input type="text"/>
P.O. Number: <input type="text"/>	* Billing Member's Location ID: <input type="text"/>	Billed Member's Location ID: <input type="text"/>	Contact of Billing Member: <input type="text"/>	Contact of Billed Member: <input type="text"/>
* Settlement Method: ICH <input type="text"/>	* Billing Year/Month/Period: 2021-May-3 <input type="text"/>	* Currency of Billing: USD-US Dollar <input type="text"/>	Tax Amount: <input type="text"/>	VAT Amount: <input type="text"/>
Add/Deduct Charge: <input type="text"/>	Total Amount in Billing Currency: 0.000 <input type="text"/>	* Currency of Clearance: USD <input type="text"/>	* Exchange Rate: 1.00000 <input type="text"/>	Total Amount in Clearance Currency: 0.000 <input type="text"/>
Digital Signature: Y: Yes <input type="text"/>	CH Agreement Indicator: <input type="text"/>	CH Due Date: DD-MMM-YY <input type="text"/>	Invoice Template Language: <input type="text"/>	

Total Tax Amount Local Currency Code: Please Select <input type="text"/>	Total Tax Amount Local: 0.000 <input type="text"/>	Local Tax Exchange Rate: 0.00000 <input type="text"/>
-----------------------------------------------------------------------------	-------------------------------------------------------	----------------------------------------------------------

Original Invoice: <input type="radio"/>	Rejection Invoice: <input type="radio"/>	Correspondence Invoice: <input checked="" type="radio"/>	Expired: <input type="radio"/>
* Correspondence Reference #: <input type="text"/>	* Rejected Invoice #: <input type="text"/>	Authority to Bill received: <input type="radio"/>	

Notes

Note: <input type="text"/>	Note Description: <input type="text"/>
-------------------------------	-------------------------------------------

Additional Details: <input type="text"/>	Additional Details Description: <input type="text"/>
---------------------------------------------	---------------------------------------------------------

Save Invoice Header

Things to Remember!

- Use the Billing History & Correspondence modules to search for specific transactions when needed, including to help resolve validation errors.
- Correspondence must be managed by IS-WEB Only.
- The entity receiving the last rejection invoice can initiate a correspondence.
- When an Authority to Bill is given or when Correspondence Expires, the other entity can issue a Billing Memo or Correspondence Invoice to settle.
- Consult the appropriate chapter of the [ISPG](#) for the relevant billing category.

SIS User Guide available on our Website!

1. www.iata.org/SIS
2. **'SIS For Airlines'** *or*
'SIS For Suppliers'
3. **'Support'** Tab

www.iata.org/cs to contact us!

SIS for Airlines & Intermodal



Joining Simplified Invoicing and Settlement (SIS) instantly connects you with more than 420 airlines and intermodal entities exchanging interline billing data electronically. SIS eliminates the paper from the interline billing and settlement processes increasing efficiency and reducing costs; it enables processing automation which helps reduce billing duplication and simplifies reconciliation.

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Sign-up & Certification Guide

The [Sign-up and Certification Guide](#) (zip) provides details on the steps required for joining SIS. It defines various processes such as Member Profile Set-Up, Connectivity Testing, Sandbox/Certification Testing, and an overview of the IS Participation Agreement.

The Sign-Up and Certification Guide also contains the Super User form (Annex 1) and Bilateral Bank Details Form (Annex 2). As part of the requirements to join SIS, the Super User form must be completed. Bilateral Bank Details form is optional and applicable only for bilateral settlement invoices.

User Guide

The [User Guide](#) (zip) is an extensive manual to help SIS users navigate through the various screens on the SIS platform. This document describes in detail all screens and fields available on IS-Web and how to use them appropriately.

Thank you



Post in Q&A box