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.

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Welcome! Let's learn more about...

IATA SIS

- **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
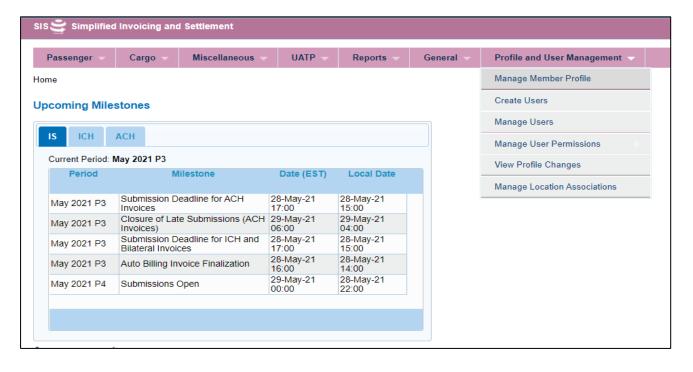
Manager, Interline Settlement & Audit

American Airlines

Working with IS-Web

6/2/2021

Invoice Submission Features

- **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)**
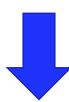
Invoice Types by Billing Category

- 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

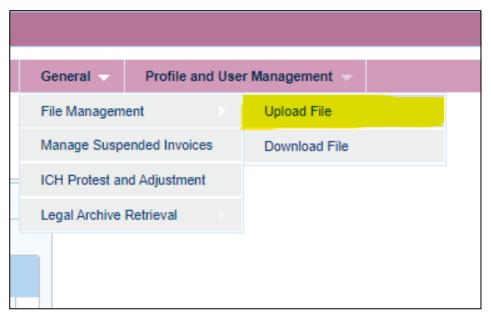## 3. Validate and Submit
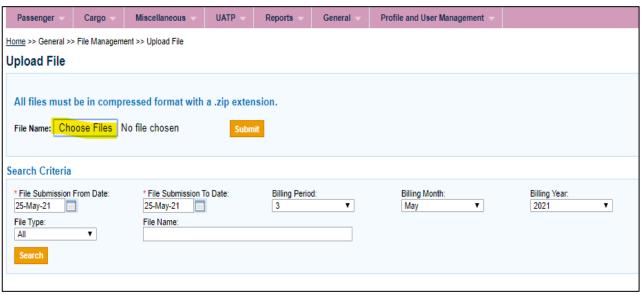- From Invoice Creation or Manage Invoice Screens

Invoice Creation Steps / Concept: File Upload

- Applies the same concept as IS-WEB submissions, but must comply with the IS-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)

Demo

Let's Do a Demo!

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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

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Using the Processing Dashboard

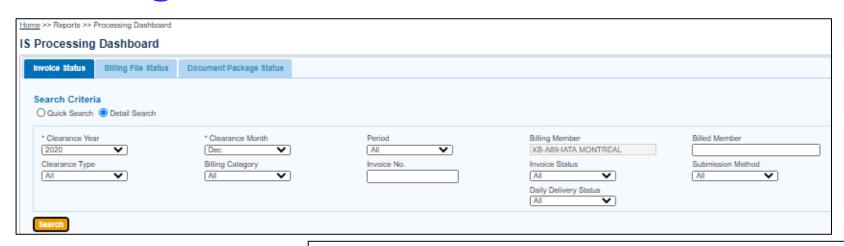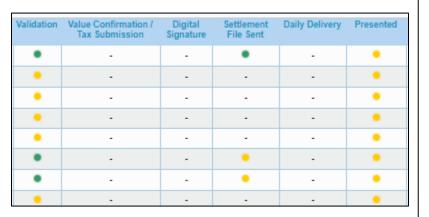# Processing Dashboard

- Manage all Created **Receivable Invoices and Credit Notes <u>Only</u>** 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

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Processing Dashboard – Invoice Status

> 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)

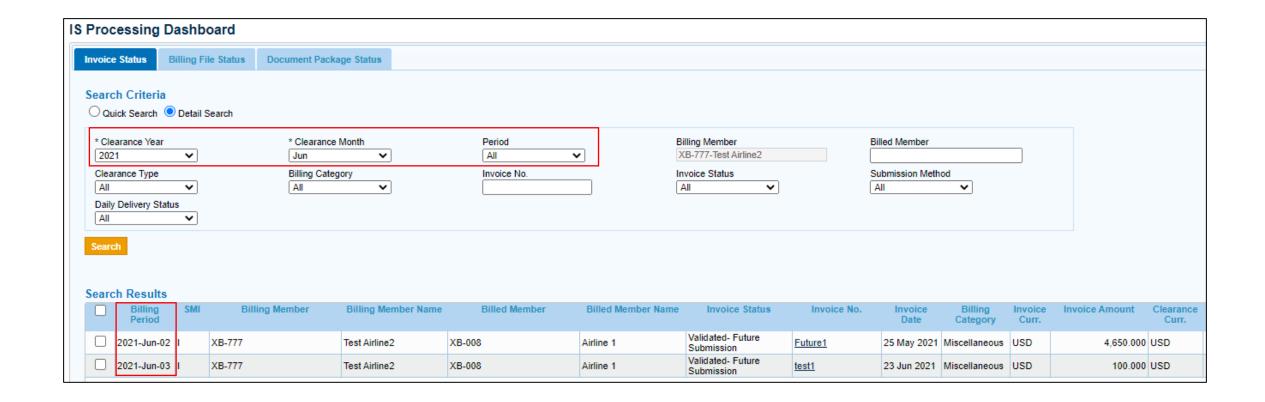# Processing Dashboard – Future Submissions

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

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Processing Dashboard – Future Submissions

Demo

Let's Do a Demo!

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Things to Remember!

- Manage <u>receivable</u> invoices/credit notes <u>only</u> 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

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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

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Working with Payable Invoices

6/2/2021

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

Working with Payable Invoices-Invoice Number

Working with Payable Invoices- Output Files

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

How to initiate a rejection in IS-WEB

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

How to initiate a rejection in IS-WEB - MISC

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)

Demo

Let's Do a Demo!

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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 <u>all</u> 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

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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

Billing History and Correspondence

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

Search Result

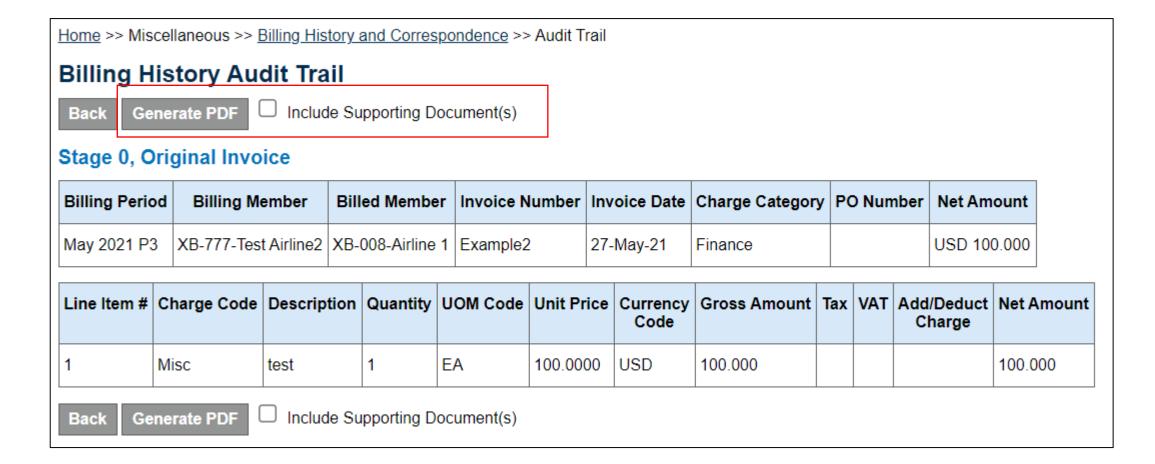| Actions	Transaction Date	Transaction No.	Member Code	Billing/Billed Member's Location ID	Charge Category	Rejection Stage	Correspondence Status	Correspondence Sub Status	Number Of Days To Expire	Authority To Bill	Transaction Ar
☾ ▤	MAY-21 P2	999052102	777	Main	Ground Handling	0					USD
☾ ▤	MAY-21 P1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

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)

|◀ ◀◀ Page [1] of 1 ▶▶ ▶| [100 ▾] View 1 - 36 of 36

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Billing History and Correspondence

Demo

Let's Do a Demo!

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Billing History and Correspondence

Correspondence Search Criteria

* From Date:	* To Date:	Member Code:	Correspondence Owner:	Correspondence Initiating Member:
01-May-20	27-May-21		All	Either
Correspondence Ref. No.:	* Correspondence Status:	Correspondence Sub Status:	Authority To Bill:	Number Of Days To Expiry:
	All	All	All	
Charge Category:				
Please Select				

Search **Clear**

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)

Page 1 of 1   100   View 1 - 36 of 36

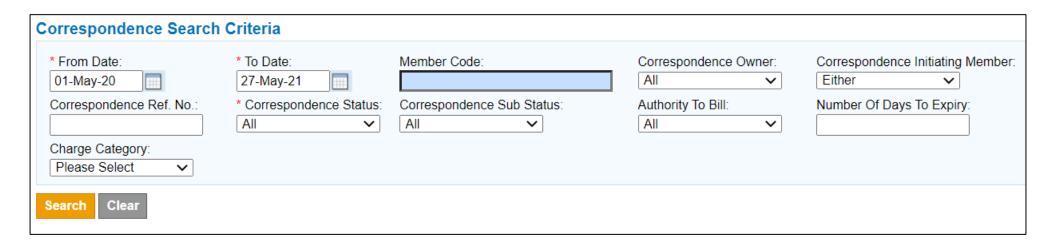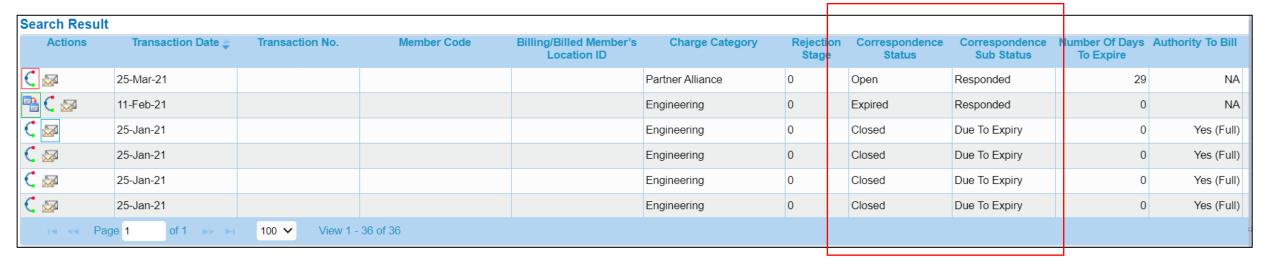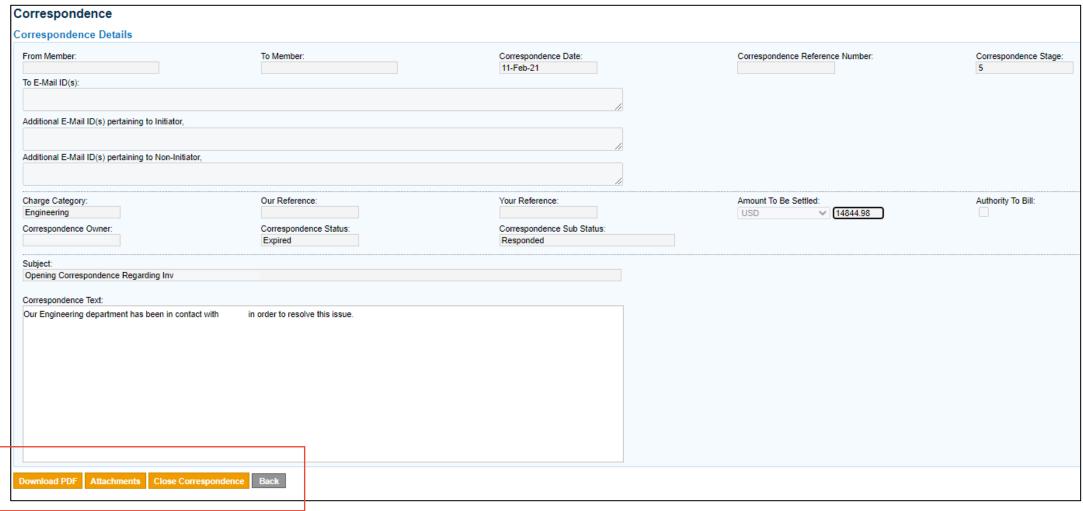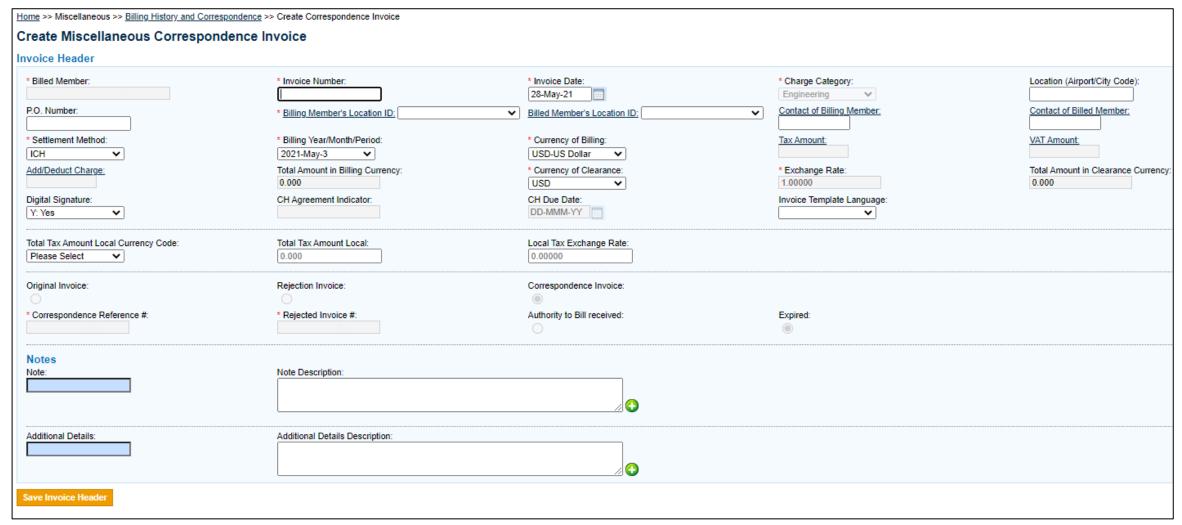**Actions: Audit Trail; Show/Create Correspondence; Correspondence Invoice.**

Correspondence Details

Create Correspondence Invoice

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 <u>Only</u>.

- 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.

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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.

JOIN SIS | **SUPPORT** | DOCUMENTS | GLOSSARY | FAQS | WEBINARS | REJECTIONS | MEDIA

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

Q&A

Post in Q&A box

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