



SIS WEBINAR #02 – 2023
SIS Location IDs

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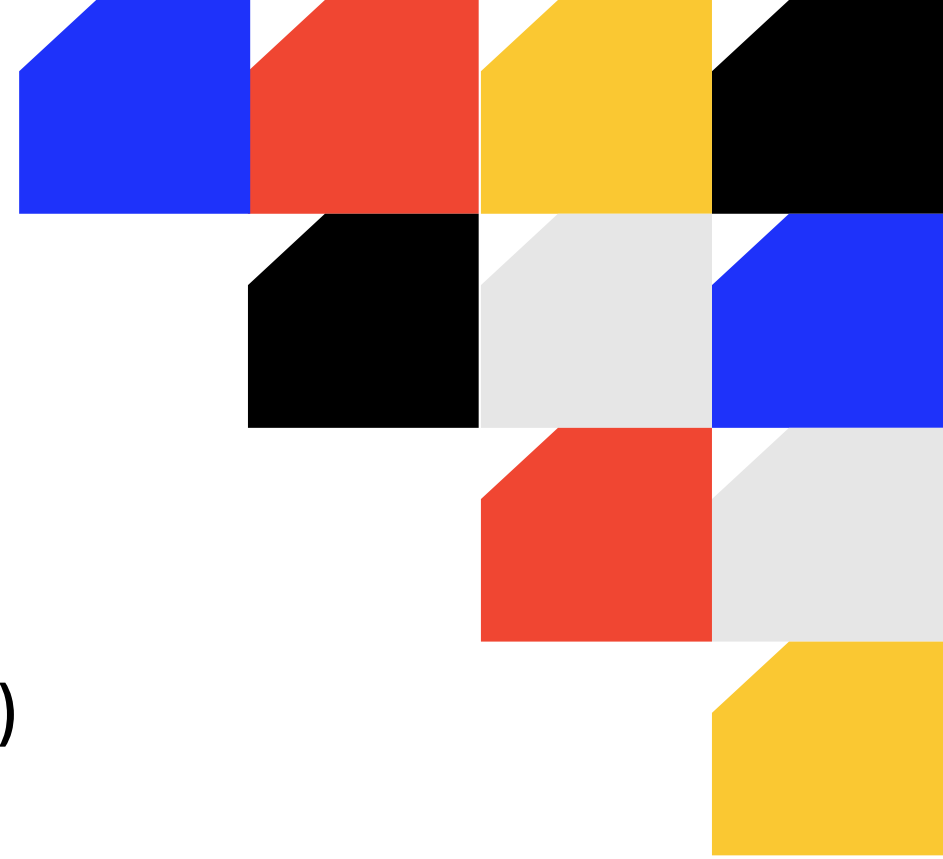
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Agenda

- What are SIS Location IDs?
(Purpose and Member Profile Settings)
- Benefits of using SIS Location IDs
(Tax Compliance and e-Invoicing Controls)
- How are SIS Location IDs used
(e-Invoicing Processes and Users)
- MISC-Specific Location ID Features



Background

- Introduced in 2011 for use in the Miscellaneous Billing Category for Non-Transportation Invoices / Credit Notes.
- Location IDs were introduced to:
 - Achieve invoicing tax compliance – company registration ID and VAT / TAX registration numbers are reported on invoices for VAT / TAX reclaim.
 - Segregate users – allow persons to manage invoices specific to selected locations for local processing.
 - Data feed to local systems – decentralized from airlines' Head Office ("Main").

Example: personnel in Singapore may need to receive supplier invoices with the company's local registration and VAT / TAX details for reporting to tax authorities.


What are SIS Location IDs

- SIS Location IDs are **unique location identifiers** that can be used to send and/or receive invoices based on where your company operations or your e-invoicing agreements.
- SIS Location IDs are now applicable to all Billing Categories: PAX, CGO, MISC.
- Generally, the Location ID used for PAX and CGO Interline Billings are invoiced using the SIS “Main” Location ID, unless otherwise specified in your interline agreements.

Benefits of Location IDs

- Allows control of receivable and payable invoices by location.
 - “Slice-and-Dice” e-invoicing data by location.
- Comply with e-invoicing country requirements for VAT / TAX reclaim.
 - Company’s local registration and VAT / TAX IDs on invoice PDFs.
- Location-specific output files for Miscellaneous Invoicing cost control.
- Define SIS usernames and contacts to manage invoices specific to a location.
- Invoice archiving service by location.

Countries with Compliance Certification (PwC)

Austria	Australia	Belgium	Bulgaria	Canada	Croatia
Cyprus	Czech Republic	Denmark	Estonia	Finland	France
Germany	Greece	Hong Kong	Hungary 	Iceland	Ireland
Israel	Japan	Latvia	Lithuania	Luxembourg	Malaysia
Malta	Netherlands	New Zealand	Norway	Oman	Poland
Portugal	Qatar	Romania	Saudi Arabia	Singapore	Slovakia
Slovenia	South Africa	Spain	Sweden	Switzerland	UAE
UK	USA				



Location ID's enabled with API for Tax Authority reporting

Benefits of Location IDs



- EFFICIENCY
 - Location ID and User Setups help increase productivity through -
 - Individualized email alerts
 - Decreased time logging into SIS to check for invoices
 - Centralized process for invoices for each location
 - Faster processing = Faster payments
- SEGREGATION OF DUTIES
 - Individual users are assigned by location
 - This limits access to just that location's invoices
 - This minimizes duplicate payments, non-payments, and late payments
 - Accurate payments = Happy Airline partners and suppliers



Benefits of Location IDs



- **USER ACCESS**
 - Unique Location ID setups allows for user access by location
 - This centralizes all invoices for groups such as Finance, internal audit, and AP
 - Access can include all invoices or just what a user should be allowed to access
 - Better User Access = Better internal controls
- **TAX COMPLIANCE**
 - Location ID setups can ensure invoices are being reviewed by specific user groups
 - Ensures VAT/Tax filings and reclaims can be accounted for correctly
 - The correct finance teams have control and access to the right invoices at the right times
 - Accurate Location ID setups = Accurate and Timely tax accounting



How are Location IDs used?

- SIS Location IDs are self- managed in your SIS Member Profile, “Locations” tab.
- By default, all SIS participants will have a “Main” Location ID, generally with the address that was provided in your SIS application.
- SIS Location IDs are Defined by:
 - Entity Name and Address
 - Company Registration ID’s
 - TAX / VAT Registration ID’s
 - Tax Reporting Location Details (Optional, used for Compliance)
 - Bank Account Details for Bilateral Settlement (Optional, request via IATA)
- SIS Location ID’s details may be edited / deactivated from period to period.

How are Location IDs used?

Screenshot: Example of "Locations" tab of a SIS Member Profile

Home >> Profile and User Management >> Manage Member Profile

Member Profile

Manage Member

Member Details **Locations** Contacts e-Billing Passenger Cargo Miscellaneous UATP ICH ACH

Search Existing Location:
1-Budapest
[View](#) [Add Location](#)

Location Details

* Member Legal Name: Test Airline Edit...	* Member Commercial Name: Test Airline	Company Registration ID: 123456	Tax/VAT Registration #: BU12345678	Add. Tax/VAT Registration #:
* Address Line1: Street Number and Name	Address Line2: Optional Use	Address Line3: 	Postal Code: 999999	* Country Name: HUNGARY
* City Name: Budapest	Location Name: 	UATP Location: <input type="checkbox"/>	Active : <input checked="" type="checkbox"/> Edit...	General Terms Document:
Subdivision Name: BU-Budapest				

Miscellaneous Output Files Specific to this Location

Files Specific to this Location Required:

iNet Account ID for this Location:

If files specific to this Location are required and an iNet Account ID is not defined, they will be delivered to the Main Miscellaneous iNet Account (if defined)

Tax Reporting Location Details

Tax Reporting Location:

Tax Authority API Details

User Name: TaxAuthUser	Password: *****	Confirm Password: *****	Replacement Key: ABC	Signature Key: XYZ
---------------------------	--------------------	----------------------------	-------------------------	-----------------------

Tax Reporting XML Required:

Invoice Footer

The below text will appear on invoices billed from this location:
Please remit payment as per instructions and agreement.

No LOGO
150px X 50px

How are Location IDs used?

- Location ID's can be specified / selected when creating a new receivable invoice / credit note via IS-WEB or input file (IS-XML or IS-IDEC).
 - Input file standards for Location IDs via input file can be found in [ISPG](#).
- Specify / select the Location ID by Billing Member and by Billed Member at Invoice Header level.
- SIS Members' Location ID's can be found in the "Complete Reference Data CSV" output file generated by SIS at the end of each billing period.
 - This can be used to update your systems to ensure accurate reference data.
- Usernames and Contacts can be associated with one or multiple Location IDs to manage e-invoices at specific locations only.

How are Location IDs used?



Screenshot: Example of how to Create Invoices with Location IDs at Invoice Header Level in IS-WEB

Home >> Miscellaneous >> Receivables >> Create Invoice

Create Miscellaneous Invoice

Invoice Header

* Billed Member: XX-004-TEST AIRLINE	* Invoice Number: TESTINV01	* Invoice Date: 20-Apr-23	* Charge Category: Engineering	Location (Airport/City Code): LON
P.O. Number: <input type="text"/>	* Billing Member's Location ID: 2-London-GB	Billed Member's Location ID: 2-Montreal-CA	Contact of Billing Member: <input type="text"/>	Contact of Billed Member: <input type="text"/>
* Settlement Method: BILATERAL	* Billing Year/Month/Period: 2023-Apr-2	* Currency of Billing: GBP-Pound Sterling	Tax Amount: <input type="text"/>	VAT Amount: <input type="text"/>
Add/Deduct Charge: <input type="text"/>	Total Amount in Billing Currency: 0.000	Currency of Clearance: GBP-Pound Sterling	Exchange Rate: 1.00000	Total Amount in Clearance Currency: <input type="text"/>
Digital Signature: N: No	CH Agreement Indicator: <input type="text"/>	CH Due Date: DD-MMM-YY	Invoice Template Language: <input type="text"/>	



How are Location IDs used?



Screenshot: Example of how to Create Invoices with Location IDs at Invoice Header Level in IS-XML input file

```
<InvoiceHeader>
  <InvoiceNumber>TESTINV01</InvoiceNumber>
  <InvoiceDate>2023-04-20</InvoiceDate>
  <InvoiceType>Invoice</InvoiceType>
  <ChargeCategory>Engineering</ChargeCategory>
  <SellerOrganization>
    <OrganizationID>008</OrganizationID>
    <OrganizationDesignator>XB</OrganizationDesignator>
    <LocationID>1</LocationID>
  </SellerOrganization>
  <BuyerOrganization>
    <OrganizationID>004</OrganizationID>
    <OrganizationDesignator>XB</OrganizationDesignator>
    <LocationID>2</LocationID>
  </BuyerOrganization>
  <PaymentTerms>
    <CurrencyCode>EUR</CurrencyCode>
    <ClearanceCurrencyCode>USD</ClearanceCurrencyCode>
    <ExchangeRate>0.92926</ExchangeRate>
    <SettlementMethod>I</SettlementMethod>
  </PaymentTerms>
  <ISDetails>
    <DigitalSignatureFlag>D</DigitalSignatureFlag>
  </ISDetails>
  <PONumber>123456</PONumber>
  <Attachment>
    <AttachmentIndicatorOriginal>N</AttachmentIndicatorOriginal>
  </Attachment>
</InvoiceHeader>
```



How are Location IDs used?



Screenshot: Example of a Receivable Invoices sent from the Billing Member's different Location IDs

Home >> Miscellaneous >> Receivables >> Manage Invoice / Document Package

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

Invoices/Credit Notes | Document Packages

Search Criteria

* From Period: 2023-Apr-01 * To Period: 2023-Apr-01 Transaction Type: All Invoice/Credit Note Status: All Billed Member: [] * Billed from Location ID: Main

Invoice/Credit Note Owner: All Invoice/Credit Note Number: [] SMI: All Charge Category: All Location: []

File Name: [] Submission Method: All Payment Status as per Billing Member: All Payment Status as per Billed Member: All

Search **Clear**

Search Results

Actions	Billing Period	Billed Member	Billing Member's Location ID	Invoice/Credit Note Owner	Transaction Type	Invoice/Credit Note Number	Invoice/Credit Note Status	Charge Category	SMI	Billing Currency	Billing Amount	Exchange Rate	Clearance Currency	Clearance Amount	Payment Status as per Billing Member
<input type="checkbox"/>	Apr 2023 P1	XX-004-TEST AIRLINE	1	User Tes	Original Invoice	TESTINV05	Ready for Billing	Engineering	B	HUF	3,750.000	1.00000	HUF	3,750.000	
<input type="checkbox"/>	Apr 2023 P1	XX-004-TEST AIRLINE	1	User Tes	Original Invoice	TESTINV02	Ready for Billing	Engineering	B	HUF	1,562.500	1.00000	HUF	1,562.500	
<input type="checkbox"/>	Apr 2023 P1	XX-004-TEST AIRLINE	Main	User Tes	Original Invoice	TESTINV01	Ready for Billing	Engineering	B	HUF	1,562.500	1.00000	HUF	1,562.500	
<input type="checkbox"/>	Apr 2023 P1		Main	User Tes	Original Invoice	Test234	Claimed	Cargo	I	USD	5,290.000	1.00000	USD	5,290.000	Settled via Clearing House
<input type="checkbox"/>	Apr 2023 P1		Main	User Tes	Original Invoice	TestInv4	Claimed	Cargo	I	USD	5,000.000	1.00000	USD	5,000.000	Settled via Clearing House

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Submit Selected Invoices **Download**



How are Location IDs used?



Screenshot: Example of a Receivable Invoice PDF sent from a Location ID different from "Main"

Line #	Date of Service	Charge Code	Loc. Code	Product Id	Description	Quantity	UOM	Unit Price	Base Amount	Additional Amount	Tax	VAT	Line Amount
1	2023-03-16 to 2023-03-17	MRO Maintenance		Test	Test	50	HRS	25.00	1,250.00	0.00	0.00	312.50	1,562.50
Line Item Sub Total									1,250.00	0.00	0.00	312.50	
Invoice Header Sub Total										0.00	0.00	0.00	
Total Invoice Base Amount													1,250.00
Total Invoice Additional Amount													0.00
Total Invoice Tax Amount													0.00
Total Invoice VAT Amount													312.50
Total Due in Currency of Billing											HUF	1,562.50	
Total Due in Currency of Clearance @ Exchange Rate 1.00000											HUF	1,562.50	
VAT Breakdown		Label	VAT Text	Base Amount	VAT Rate	VAT Amount							
		VAT Standard		2,500.00	12.50%	312.50							

Billing Entity Name Test Airline		Invoice # TESTINV02		Billed Entity Name TEST AIRLINE	
Entity Designator & Num. Code	XB-008	Date	2023-04-14	Entity Designator & Num. Code	XX-004
Location ID 1		Month/Year	Apr 23	Location ID Main	
Contact Person		Period	01	Contact Person	
Street	Street Number and Name	Tax Invoice Number		Street	TEST ADDRESS 1
Optional Use		Charge Category	Engineering	Street	TEST ADDRESS 2
City	Budapest	Currency of Billing	HUF	City	TEST CITY
State/Region	Budapest	Currency of Clearance	HUF	State/Region	Quebec
Zip/Postal Code	999999	Settlement Method	BILATERAL	Zip/Postal Code	00000
Country	HUNGARY	PO Number		Country	CANADA
Tax/VAT Registration #	BUI2345678	Location Code	BUD	Tax/VAT Registration #	
Company Registration #	123456	Transmitter Code	XB-008	Company Registration #	
		Transmitter Name	Test Airline		
		Attachments	No		
		Line Item Details	Yes		

Please remit payment as per instructions and agreement



How are Location IDs used?



Screenshot: Example of a Payable Invoices issued to Billed Member's multiple Location IDs

SIS Simplified Invoicing and Settlement

Passenger Miscellaneous UATP Reports General Profile and User Management

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

Invoice / Document Package Search





















Invoices/Credit Notes Document Packages

Search Criteria

*Delivery Date From: 06-Apr-23 *Delivery Date To: 06-Apr-23
Transaction Type: All Billing Member:
Invoice/Credit Note Number: SMI: All Charge Category: All Location:
Payment Status as per Billing Member: All Payment Status as per Billed Member: All
* Billed to Location ID: Main UATP 1 2 3 4 5

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
   	06-Apr-23		11	Credit Note		Ground Handling	BILATERAL	EUR	100.00	File Delivered to Billed Member	File Received
   	06-Apr-23		11	Original Invoice		Ground Handling	BILATERAL	EUR	150.00	File Delivered to Billed Member	File Received
   	06-Apr-23		22	Original Invoice		Finance	BILATERAL	GBP	125.00	Viewed by Billed Member	Viewed
   	06-Apr-23		22	Original Invoice		Finance	BILATERAL	GBP	50.00	Viewed by Billed Member	Viewed
   	06-Apr-23		6 main	Original Invoice		Ground Handling	BILATERAL	EUR	10.00	File Delivered to Billed Member	File Received

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Download



How are Location IDs used?



Screenshot: Example of a Creating a User with Location ID Association in "Create Users" screen

[Home](#) >> Profile and User Management >> Create Users

Create Users

Use the form below to create new User. All required fields are marked (*)

Salutation: Please Select ▼	*First Name: Test User	*Last Name: Location ID	*Email Address: testuser@email.com
Position Title: []	Staff ID: []	Division: []	Department: []
Telephone 1: []	Telephone 2: []	Mobile: []	Fax: []
SITA Address: []	Secondary User: <input type="checkbox"/>		
Location ID: 1 ▼	Address 1: Street Number and Name	Address 2: Optional Use	Address 3: []
City Name: Budapest	Postal Code: 999999	Country Name: HUNGARY	Subdivision Name: Budapest
Help Text Language: [] ▼			

[Save User Details](#)



How are Location IDs used?



Screenshot: Example of a Viewing a User with Location ID Association in "Manage Users" screen

[Home](#) >> [Profile and User Management](#) >> [Manage Users](#)

Modify User Account

Use the form below to modify account.

Salutation: Please Select	*First Name: Test User	*Last Name: Location ID	*Email Address: testuser@email.com	Is Archived: <input type="checkbox"/>
Position Title: 	Staff ID: 	Division: 	Department: 	
Telephone 1: 	Telephone 2: 	Mobile: 	Fax: 	
SITAAddress: 	Secondary User: <input type="checkbox"/>			
Location ID: 1	Address 1: Street Number and Name	Address 2: Optional Use	Address 3: 	
City Name: Budapest	Postal Code: 999999	Country Name: HUNGARY	Subdivision Name: Budapest	
Help Text Language: English				
Super User: <input type="checkbox"/>				

[Save User Details](#) [Back](#)



How are Location IDs used?



Screenshot: Example of a Managing a User's Location ID Associations

A screenshot of a web application interface for managing user location associations. The breadcrumb navigation at the top reads: Home >> Profile and User Management >> Manage Location Associations >> Modify Location Association. The main heading is "Modify Location Association". Below this, the "User / Contact" is identified as "testuser@email.com". Under "Location Association Type", there are three radio button options: "None", "All Location IDs", and "Specific Location IDs". The "Specific Location IDs" option is selected and highlighted with a red box. Below the radio buttons are two list boxes: "Unassociated Location IDs" on the left and "Associated Location IDs" on the right. The "Unassociated" list contains "Main-Montreal-CA" and "1-Budapest-HU". A red arrow points from "1-Budapest-HU" to the "Associated" list. Between the lists are four buttons: a single right arrow (>), a double right arrow (>>), a single left arrow (<), and a double left arrow (<<). At the bottom left, there are two buttons: a yellow "Save" button and a grey "Cancel" button. A red arrow points to the "Save" button.

How are Location IDs used?



Screenshot: Example of a Modifying a User's Location ID Association

SIS Simplified Invoicing and Settlement

Miscellaneous UATP Reports General Profile and User Management

Modify Location Association

User / Contact: user.name@email.com

Location Association Type:

- None
- All Location IDs
- Specific Location IDs

Unassociated Location IDs:

- Main-Houston-US
- UATP-Houston-US
- 1-Chicago-US
- 2-Houston-US
- 3-Houston-US
- 4-Chicago-US
- 5-Houston-US
- 6-Houston-US
- 7-Oslo-NO
- 8-Lisboa-PT
- 9-Moscow Area-RU
- 10-Muharraq-BH
- 11-Levallois-Perret-FR
- 12-Copenhagen-DK

Associated Location IDs:

- 24-Mumbai City-IN
- 25-New Delhi-IN

Save Cancel



How are Location IDs used?



Screenshot: Example of a Modifying a User's Location ID Association

The screenshot shows the 'Simplified Invoicing and Settlement' (SIS) web application interface. At the top right is the IATA logo. Below it is a navigation bar with tabs: Miscellaneous, UATP, Reports, General, and Profile and User Management. A green banner at the top of the main content area displays a success message: 'Location Association has been successfully saved'. The main heading is 'Modify Location Association'. Below this, the 'User / Contact' is listed as 'user.name@email.com'. The 'Location Association Type' section has three radio buttons: 'None', 'All Location IDs', and 'Specific Location IDs', with 'Specific Location IDs' selected. Below this are two lists of location IDs. The 'Unassociated Location IDs' list contains: Main-Houston-US, UATP-Houston-US, 1-Chicago-US, 2-Houston-US, 3-Houston-US, 4-Chicago-US, 5-Houston-US, 6-Houston-US, 9-Moscow Area-RU, 10-Muharraq-BH, 11-Levallois-Perret-FR, 13-Stockholm-SE, 14-Madrid-ES, and 15-Frankfurt-DE. The 'Associated Location IDs' list contains: 7-Oslo-NO, 8-Lisboa-PT, 12-Copenhagen-DK, 24-Mumbai City-IN, and 25-New Delhi-IN. Arrows between the lists allow for moving items. At the bottom are 'Save' and 'Cancel' buttons.



How are Location IDs used?



Screenshot: Example of a SIS Users Report showing Users' Location ID Associations

A	B	C	D	E	F	G	H	I	J	K	L	M
Members - SIS Users Report	Search Criteria: User Email: All, Include Permissions: Yes											
Email Address	User Name	Member Cod	Is Acti	User Account status	Is Archiv	User Type	Is Primary Us	Prim	Second	Location Associatic	Linked Contac	Last Log in Da
Name@united.com	First Name Last Name User 1	UA-016	Y	Active	N	Normal User	Y			11, 34	Y	31-Mar-23
Name@united.com	First Name Last Name User 2	UA-016	Y	Active	N	Normal User	Y			11, 34	Y	1-Apr-23
Name@united.com	First Name Last Name User 3	UA-016	N	Deactivated by User	N	Normal User	Y			24, 25	Y	2-Apr-23
Name@united.com	First Name Last Name User 4	UA-016	Y	Active	N	Normal User	Y			24, 25	Y	12-Apr-23
Name@united.com	First Name Last Name User 5	UA-016	Y	Active	N	Normal User	Y			24, 25, 30, 31, 32, 33	Y	13-Apr-23
Name@united.com	First Name Last Name User 6	UA-016	Y	Active	N	Normal User	Y			30, 33	Y	14-Apr-23
Name@united.com	First Name Last Name User 7	UA-016	Y	Active	N	Normal User	Y			12	N	15-Apr-23
Name@united.com	First Name Last Name User 8	UA-016	Y	Active	N	Normal User	Y			14	N	16-Apr-23
Name@united.com	First Name Last Name User 9	UA-016	Y	Active	N	Normal User	Y			ALL	N	14-Apr-23
Name@united.com	First Name Last Name User 10	UA-016	Y	Active	N	Normal User	Y			Main, 27	Y	15-Apr-23
Name@united.com	First Name Last Name User 11	UA-016	Y	Active	N	Normal User	Y			Main, 27	Y	16-Apr-23
Name@united.com	First Name Last Name User 12	UA-016	Y	Active	N	Normal User	Y			Main, 10,11	Y	17-Apr-23
Name@united.com	First Name Last Name User 13	UA-016	Y	Active	N	Normal User	Y			Main, 30,31	Y	18-Apr-23
Name@united.com	First Name Last Name User 14	UA-016	Y	Active	N	Normal User	Y			Main, 5	N	19-Apr-23
Name@united.com	First Name Last Name User 15	UA-016	Y	Active	N	Normal User	Y			All	N	16-Apr-23
Name@united.com	First Name Last Name User 16	UA-016	N	Inactive due to Password Expiry	N	Normal User	Y			All	N	15-Apr-23
Name@united.com	First Name Last Name User 17	UA-016	Y	Active	N	Normal User	Y			All	N	16-Apr-23
Name@united.com	First Name Last Name User 18	UA-016	Y	Active	N	Normal User	Y			All	Y	17-Apr-23
Name@united.com	First Name Last Name User 19	UA-016	Y	Active	N	Normal User	Y			All	N	18-Apr-23
Name@united.com	First Name Last Name User 20	UA-016	Y	Active	N	Normal User	Y			All	N	19-Apr-23
Name@united.com	First Name Last Name User 21	UA-016	Y	Active	N	Normal User	Y			All	N	20-Apr-23
Name@united.com	First Name Last Name User 22	UA-016	Y	Active	N	Super User	Y			All	Y	21-Apr-23
Name@united.com	First Name Last Name User 23	UA-016	Y	Active	N	Normal User	Y			All	Y	22-Apr-23
Name@united.com	First Name Last Name User 24	UA-016	Y	Active	N	Normal User	Y			All	N	23-Apr-23
Name@united.com	First Name Last Name User 25	UA-016	Y	Active	N	Normal User	Y			All	N	24-Apr-23
Name@united.com	First Name Last Name User 26	UA-016	Y	Active	N	Normal User	Y			All	N	25-Apr-23
Name@united.com	First Name Last Name User 27	UA-016	Y	Active	N	Normal User	Y			All	N	26-Apr-23
Name@united.com	First Name Last Name User 28	UA-016	Y	Active	N	Normal User	Y			All	N	27-Apr-23
Name@united.com	First Name Last Name User 29	UA-016	Y	Active	N	Normal User	Y			All	N	28-Apr-23
Name@united.com	First Name Last Name User 30	UA-016	Y	Active	N	Normal User	Y			All	N	29-Apr-23




How are Location IDs used?



Screenshot: Example of an Email Alert to a SIS Contact with a Location ID Association

SIS e-Invoicing: New Invoice(s) delivered on 07-Apr-23 for UA-016 Location 11 - SIS PROD

 donotreply@iata.org
To: username@email.com

Dear SIS User,

One or more new invoices are available in your SIS account, please see below a summary:

Billing Member	Invoice/Credit Note Number	Charge Category	Invoice Currency	Invoice Amount
XB-123 Airline ABC	841	Ground Handling	EUR	100.00
XB-123 Airline ABC	840	Ground Handling	EUR	100.00
XB-123 Airline ABC	8412	Ground Handling	EUR	100.00
XB-123 Airline ABC	8407	Ground Handling	EUR	100.00

For more detailed information and to view or download the invoices, please login to your SIS account. For fraud prevention reasons, invoices are not attached to this email and are available online, in your secure account accessible via the IATA Customer Portal.

IATA SIS Operations Team
Access your SIS account or contact us for support at www.iata.org/cs



MISC-Specific Location ID Features

- **Features Applicable to Miscellaneous Invoices / Credit Notes Only.**
- Location-Specific Output Files.
 - Includes IS-XML, Offline Archive Files (PDF invoice, listing and supporting documents), and other types of output files (reference [ISPG](#) chapter 12).
 - Applicable to Output Files as per SIS Calendar or by Daily Delivery.
 - Examples:
 - MXMLT-BBBCCCCCCCC-LMMMMMMM.ZIP
 - OAR-MISC-A-BBB-CCCCCCCC-LMMMMMMM.ZIP
 - Where “LMMMMMMM” denotes the Location ID number defined in Member Profile
- Reference [CMP 622](#) from SIS Major Release 1.7 in May 2015.
- Option to send a copy of location-specific output files to “Main” location via iiNET.
- Configurable in the “Locations” tab of your SIS Member Profile.

MISC Location-Specific Output Files

Screenshot: Example of How to Configure Location-Specific Output Files for Miscellaneous Invoices

Home >> Profile and User Management >> Manage Member Profile

Member Profile

Manage Member

Member Details | **Locations** | Contacts | e-Billing | Passenger | Cargo | Miscellaneous | UATP | ICH | ACH

Search Existing Location:
1-Budapest ▼
[View](#) [Add Location](#)

Location Details

* Member Legal Name: Test Airline Edit...	* Member Commercial Name: Test Airline	Company Registration ID: 123456	Tax/VAT Registration #: BU12345678	Add. Tax/VAT Registration #:
* Address Line1: Street Number and Name	Address Line2: Optional Use	Address Line3: 	* Country Name: HUNGARY ▼	General Terms Document:
* City Name: Budapest	Location Name: 	Postal Code: 999999	Active : <input checked="" type="checkbox"/> Edit...	
Subdivision Name: BU-Budapest	UATP Location: <input type="checkbox"/>			

Miscellaneous Output Files Specific to this Location

Files Specific to this Location Required:

iiNet Account ID for this Location:

If files specific to this Location are required and an iiNet Account ID is not defined, they will be delivered to the Main Miscellaneous iiNet Account (if defined)

How are Location IDs used?

Screenshot: Example of Miscellaneous Location-Specific output files.

Download File

Search Criteria

Billing Month From: Apr | Billing Period From: 3 | Billing Month To: Apr | Billing Period To: 3 | Billing Year: 2023

File Type: All | Location ID: Main, 1, 2

Search

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

* Delivery Date From: 21-Apr-23 | * Delivery Date To: 23-Apr-23 | File Type: All | * Location ID: Main, 1, 2

Search

Search Results

File Generated On	Billing Month	Billing Period	File Name	File Type	Location ID	Action
4/21/2023 9:04:13 PM	04-2023	2	D-OAR-MISC-P-004-20230422-L2.ZIP	Daily MISC Bilateral OAR (Location Specific)	2	
4/21/2023 9:04:12 PM	04-2023	2	D-MXMLT-00420230422-L2.ZIP	Daily MISC Bilateral IS-XML (Location Specific)	2	
4/20/2023 9:04:14 PM	04-2023	2	D-OAR-MISC-P-004-20230421.ZIP	Daily MISC Bilateral OAR		
4/20/2023 9:04:10 PM	04-2023	2	D-MXMLT-00420230421.ZIP	Daily MISC Bilateral IS-XML		

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MISC-Specific Location ID Features

- Option to send a copy of location-specific output files to “Main” location via iiNET.

Location Specific Output Files

Receive Copy of Location Specific Files at Location Main:

- Members may define a Default Location for all Payable MISC Payables Original Invoices and Credit Notes from all Billing Members, or by Billing Member.
 - Reference [CMP 708](#) from SIS Major Release 1.13 in November 2018.

Default Location for MISC Payables Original Invoices and Credit Notes

* Default Location for MISC Payables Original Invoices and Credit Notes:

Main-Montreal-CA

[Billing Member Specific Default Location](#)

- Configurable in the same “Miscellaneous” tab of your SIS Member Profile.

Demo



Let's Do a Demo!

Short Video Online: "Invoice Location ID"

Short video "Invoice Location ID" available on the ["Webinars" tab](#) the SIS website. Helps to understand the basic concepts of SIS Location IDs.



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Thank you

Q&A

Post in Q&A box

