



IATA WEBINAR

SIS WEBINAR #04 – 2023 SIS Supporting Documents



Presenters

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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.

Agenda

- When are SIS Supporting Documents necessary?
- SIS Supporting Documents File Formats
- How to Attach Supporting Documents (Receivables)
- How to Receive Supporting Documents (Payables)
- Demo & Things to Remember



When are SIS supporting documents necessary?

- SIS invoice data should be sufficient for billed members to validate billed charges.
- The [output IS-XML / IS-IDEC files and PDF invoice / listings and CSV listings](#) for payable invoices should contain the detailed data needed to validate the charges in their internal systems.
- Therefore, SIS supporting documents should not be necessary or useful if there is sufficient invoice data quality.

When are SIS supporting documents necessary?

- However, there are circumstances when SIS supporting documents may be necessary, such as:
 - There are changes to your interline / supplier agreements;
 - There may be additional information to share with the billed member to validate the charges and prevent rejections, such as authorize billing adjustments;
 - The existing SIS field elements are insufficient to validate the nature of the charge;
 - Member is not capable to embed all details required in the XML format due to system limitations and is using supporting documents as a temporary solution;
 - Listing document provided by SIS does not provide similar subtotals than the usual supporting document;
 - There is a regulatory requirement to provide additional information, i.e. legal local invoices (e.g. Brazil);



Why are SIS Supporting Documents Important?



- Validates the correct airline is being billed
- Invoices are usually at a summarized level
 - Supporting documents provide the details to validate the charges, e.g., rate, hours, detailed description of the charges
 - Assists the billed carrier in forwarding the invoice to the correct department/group in the company to approve the charges
- Reduces rejections as the billed carrier knows exactly what is being billed
- In case a rejection is necessary, it provides the billed carrier support to reject the billing
 - Rejecting an invoice without the supporting documents from the original billing carrier usually lead to multiple correspondences between carriers to
- Prevent ambiguity with interline / supplier where billing issues experienced with prior billings



SIS Supporting Documents File Formats



SIS Supporting Documents File Formats

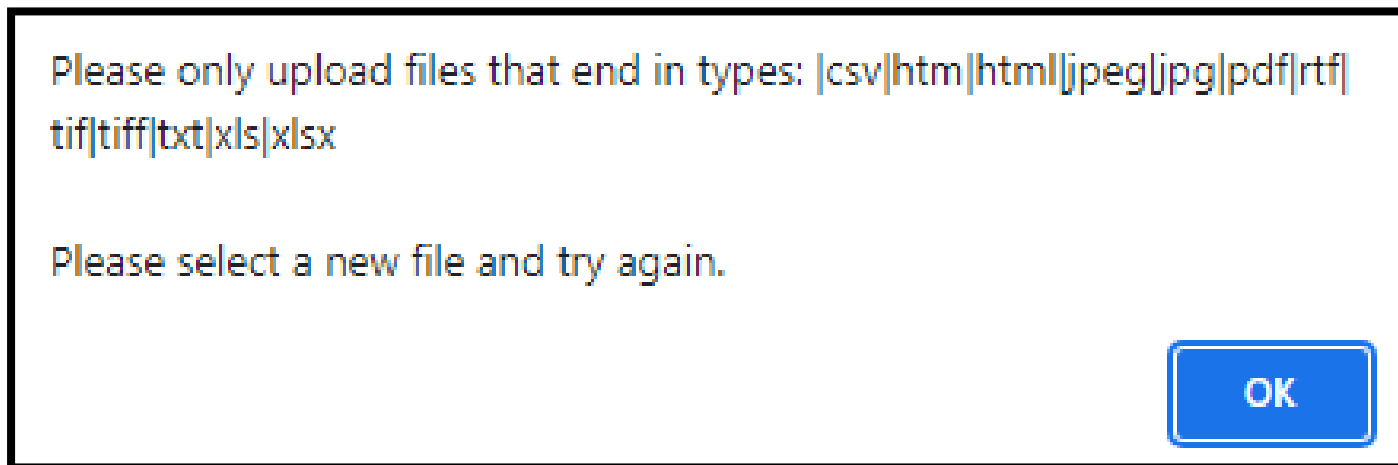
- **List of allowed file types:**

- Plain text files (.txt and .csv)
- Plain HTML files (.htm and .html) without any embedded hyperlinks or image file references
- Rich Text files (.rtf)
- Portable Document Format files (.pdf)
- JPEG Image files (.jpg or .jpeg)
- TIFF Image files (.tif or .tiff)
- Microsoft Office Excel files (.xls and .xlsx)

Note: SIS will only validate the file extension and not if the file is indeed in the same format as suggested by the file extension. Reference [ISPG Chapter 9](#) for SIS Supporting Documents standards.

SIS Supporting Documents File Formats

- Error Message in IS-WEB



SIS Supporting Documents File Formats

Additional file types defined in 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

Validations
Rejection on Validation Failure:
Reject Invoice In Error ▼
Allow Resubmission of Failed Invoices:

Online Correction Allowed
Online Correction Allowed:

Supporting Documents
Additional File Types Accepted:
.txt,.rtf,.csv,.pdf,.html,.xls

SIS Supporting Documents Size and Resolution

- Minimum resolution recommended for scanning documents in TIFF format is 200 DPI.
- Minimum resolution recommended for scanning documents in JPEG format is 100 DPI.
- Documents scanned with the above specifications normally have a file size of around 60 – 100 kb.

Important: the **maximum size** for a single Supporting attachment file is set to **25 MB**. Files greater than this size will be considered as invalid by SIS and will be deleted.

How to Attach Supporting Documents (Receivables)



Where to Attach Supporting Documents (Receivables)

- Levels of invoice(s) where supp docs can be attached

Passenger

- PB Coupon
- RM or RM Coupon
- CM or CM Coupon
- Correspondence

Cargo

- AWB
- RM or RM AWB
- BM or BM AWB
- CM or CM AWB
- Correspondence

Miscellaneous

- Invoice Level

When to Attach Supporting Documents (Receivables)

| | | IS Processing Calendar | | | | | | | ICH 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 | Closure Day | Advice Day | Protest Deadline | Early Call Day | Call Day | Settlement Day (Associated Members) | Suspension Day |
| July-2023 | 1 | 08-Jul 0:00 | 25-Jun 14:00 | 14-Jul 17:00 | 14-Jul 17:00 | 18-Jul 23:00 | 18-Jul 0:00 | 14-Jul 16:00 | 14-Jul 17:00 | 18-Jul 0:00 | 21-Jul 11:00 | 21-Jul 17:00 | 25-Jul 17:00 | 27-Jul 17:00 | 28-Jul 17:00 |
| | 2 | 15-Jul 0:00 | 25-Jun 14:00 | 21-Jul 17:00 | 21-Jul 17:00 | 25-Jul 23:00 | 25-Jul 0:00 | 21-Jul 16:00 | 21-Jul 17:00 | 25-Jul 0:00 | 28-Jul 11:00 | 28-Jul 17:00 | 01-Aug 17:00 | 03-Aug 17:00 | 04-Aug 17:00 |
| | 3 | 22-Jul 0:00 | 25-Jun 14:00 | 28-Jul 17:00 | 28-Jul 17:00 | 01-Aug 23:00 | 01-Aug 0:00 | 28-Jul 16:00 | 28-Jul 17:00 | 01-Aug 0:00 | 04-Aug 11:00 | 04-Aug 17:00 | 08-Aug 17:00 | 10-Aug 17:00 | 11-Aug 17:00 |
| | 4 | 29-Jul 0:00 | 25-Jun 14:00 | 07-Aug 17:00 | 07-Aug 17:00 | 09-Aug 23:00 | 09-Aug 0:00 | 07-Aug 16:00 | 07-Aug 17:00 | 09-Aug 0:00 | 14-Aug 11:00 | 14-Aug 17:00 | 16-Aug 17:00 | 18-Aug 17:00 | 21-Aug 17:00 |
| August-2023 | 1 | 08-Aug 0:00 | 25-Jul 14:00 | 14-Aug 17:00 | 14-Aug 17:00 | 16-Aug 23:00 | 16-Aug 0:00 | 14-Aug 16:00 | 14-Aug 17:00 | 16-Aug 0:00 | 21-Aug 11:00 | 21-Aug 17:00 | 23-Aug 17:00 | 25-Aug 17:00 | 28-Aug 17:00 |
| | 2 | 15-Aug 0:00 | 25-Jul 14:00 | 21-Aug 17:00 | 21-Aug 17:00 | 23-Aug 23:00 | 23-Aug 0:00 | 21-Aug 16:00 | 21-Aug 17:00 | 23-Aug 0:00 | 28-Aug 11:00 | 29-Aug 17:00 | 30-Aug 17:00 | 01-Sep 17:00 | 04-Sep 17:00 |
| | 3 | 22-Aug 0:00 | 25-Jul 14:00 | 28-Aug 17:00 | 28-Aug 17:00 | 30-Aug 23:00 | 30-Aug 0:00 | 28-Aug 16:00 | 28-Aug 17:00 | 30-Aug 0:00 | 04-Sep 11:00 | 05-Sep 17:00 | 06-Sep 17:00 | 08-Sep 17:00 | 11-Sep 17:00 |
| | 4 | 29-Aug 0:00 | 25-Jul 14:00 | 07-Sep 17:00 | 07-Sep 17:00 | 11-Sep 23:00 | 11-Sep 0:00 | 07-Sep 16:00 | 07-Sep 17:00 | 11-Sep 0:00 | 14-Sep 11:00 | 14-Sep 17:00 | 18-Sep 17:00 | 20-Sep 17:00 | 21-Sep 17:00 |
| September-2023 | 1 | 08-Sep 0:00 | 25-Aug 14:00 | 14-Sep 17:00 | 14-Sep 17:00 | 18-Sep 23:00 | 18-Sep 0:00 | 14-Sep 16:00 | 14-Sep 17:00 | 18-Sep 0:00 | 21-Sep 11:00 | 21-Sep 17:00 | 25-Sep 17:00 | 27-Sep 17:00 | 28-Sep 17:00 |
| | 2 | 15-Sep 0:00 | 25-Aug 14:00 | 21-Sep 17:00 | 21-Sep 17:00 | 25-Sep 23:00 | 25-Sep 0:00 | 21-Sep 16:00 | 21-Sep 17:00 | 25-Sep 0:00 | 28-Sep 11:00 | 28-Sep 17:00 | 02-Oct 17:00 | 04-Oct 17:00 | 05-Oct 17:00 |
| | 3 | 22-Sep 0:00 | 25-Aug 14:00 | 28-Sep 17:00 | 28-Sep 17:00 | 02-Oct 23:00 | 02-Oct 0:00 | 28-Sep 16:00 | 28-Sep 17:00 | 02-Oct 0:00 | 06-Oct 11:00 | 06-Oct 17:00 | 10-Oct 17:00 | 12-Oct 17:00 | 13-Oct 17:00 |
| | 4 | 29-Sep 0:00 | 25-Aug 14:00 | 10-Oct 17:00 | 10-Oct 17:00 | 12-Oct 23:00 | 12-Oct 0:00 | 10-Oct 16:00 | 10-Oct 17:00 | 12-Oct 0:00 | 17-Oct 11:00 | 17-Oct 17:00 | 19-Oct 17:00 | 23-Oct 17:00 | 24-Oct 17:00 |
| October-2023 | 1 | 11-Oct 0:00 | 25-Sep 14:00 | 16-Oct 17:00 | 16-Oct 17:00 | 18-Oct 23:00 | 18-Oct 0:00 | 16-Oct 16:00 | 16-Oct 17:00 | 18-Oct 0:00 | 23-Oct 11:00 | 23-Oct 17:00 | 25-Oct 17:00 | 27-Oct 17:00 | 30-Oct 17:00 |
| | 2 | 17-Oct 0:00 | 25-Sep 14:00 | 23-Oct 17:00 | 23-Oct 17:00 | 25-Oct 23:00 | 25-Oct 0:00 | 23-Oct 16:00 | 23-Oct 17:00 | 25-Oct 0:00 | 30-Oct 11:00 | 30-Oct 17:00 | 01-Nov 17:00 | 03-Nov 17:00 | 06-Nov 17:00 |
| | 3 | 24-Oct 0:00 | 25-Sep 14:00 | 30-Oct 17:00 | 30-Oct 17:00 | 01-Nov 23:00 | 01-Nov 0:00 | 30-Oct 16:00 | 30-Oct 17:00 | 01-Nov 0:00 | 06-Nov 11:00 | 06-Nov 17:00 | 08-Nov 17:00 | 13-Nov 17:00 | 13-Nov 17:00 |
| | 4 | 31-Oct 0:00 | 25-Sep 14:00 | 07-Nov 17:00 | 07-Nov 17:00 | 09-Nov 23:00 | 09-Nov 0:00 | 07-Nov 16:00 | 07-Nov 17:00 | 09-Nov 0:00 | 14-Nov 11:00 | 14-Nov 17:00 | 16-Nov 17:00 | 20-Nov 17:00 | 21-Nov 17:00 |



How to Attach Supporting Documents (Receivables)

- **Manually via IS-WEB.**
- Mass upload via input SDF file with Automated Linking of Supporting Documents.
 - **Folder Based Approach:** the billing entity arranges the supporting documents in a folder based structure with the folder names containing the Batch Key information. Reference chapter **9.5.2.1** of the [ISPG](#).
 - **Index File Based Approach:** the billing entity provides a batch file containing multiple Supporting Documents along with an index file. Reference chapter **9.5.2.2** of the [ISPG](#).

How to Receive Supporting Documents (Receivables)

```
<InvoiceTransmission xmlns="http://www.IATA.com/IATAAviationInvoiceStandard" xmlns:Base_Datatypes
xmlns:Main_Dictionary="http://www.IATA.com/IATAAviationStandardMainDictionary" xmlns:xsi="http://
IATA-IS-XML-Invoice-Standard-V4.0.0.2.xsd">
  <TransmissionHeader>
    <TransmissionDateTime>2023-09-26T10:12:07Z</TransmissionDateTime>
    <Version>IATA:ISXMLInvoiceV4.0.0.2</Version>
    <TransmissionID>00965785672023-09-26T10:12:07Z</TransmissionID>
    <IssuingOrganizationID>008</IssuingOrganizationID>
    <BillingCategory>Miscellaneous</BillingCategory>
  </TransmissionHeader>
  <Invoice>
    <InvoiceHeader>
      <InvoiceNumber>0096578567</InvoiceNumber>
      <InvoiceDate>2023-09-25</InvoiceDate>
      <InvoiceType>Invoice</InvoiceType>
      <ChargeCategory>Service Provider</ChargeCategory>
      <SellerOrganization>
        <OrganizationID>008</OrganizationID>
        <OrganizationDesignator>XB</OrganizationDesignator>
        <LocationID>1</LocationID>
      </SellerOrganization>
      <BuyerOrganization>
        <OrganizationID>004</OrganizationID>
        <OrganizationDesignator>XB</OrganizationDesignator>
        <LocationID>Main</LocationID>
      </BuyerOrganization>
      <PaymentTerms>
        <CurrencyCode>EUR</CurrencyCode>
        <SettlementMethod>B</SettlementMethod>
      </PaymentTerms>
      <ISDetails>
        <DigitalSignatureFlag>D</DigitalSignatureFlag>
      </ISDetails>
      <PONumber>N/A</PONumber>
      <Notes Type="PaymentTerms">1234566</Notes>
      <Attachment>
        <AttachmentIndicatorOriginal>Y</AttachmentIndicatorOriginal>
      </Attachment>
    </InvoiceHeader>
  </Invoice>
</InvoiceTransmission>
```

- Indicator in Input IS-XML / IS-IDEC files “AttachmentIndicatorOriginal” for Receivable invoices.
 - Indicates if the Member intends to attach any supporting docs to the receivable invoice.
 - **Note:** you may still attach supporting docs to an invoice even if this indicator equals No “N”

How to Attach Supporting Documents (Receivables)

- Manually in IS-WEB

Home >> Passenger >> Receivables >> Edit Non-Sampling Invoice >> Prime Billing List >> Edit Prime Billing

Edit Prime Billing

Header Details

Billed Member: XB-004 Billing Period: Sep 2023 P1 Settlement Method: BILATERAL
 Billing Code: NS Listing Amount: USD 0.00 Listing/Evaluation to Billing Rate: 1.00000
 Invoice Status: Open

Prime Billing Details

* Source Code: 68 * Batch Number: 1 * Sequence Number: 1
 * Issuing Airline: 004 * Coupon Number: 1

Coupon Gross Value: 235.00 ISC: 0.000 % 0
 Other Commission: 0.000 % 0 Amount UATP: 0.000 % 0
 * Currency Adjustment Indicator: USD E-Ticket Indicator:

Airline Flight Designator: XB Flight Number:
 Cabin Class: Filing Reference:

Agreement Indicator: Original PMI:
 Reason Code: Airline Own Use:
 Reference Field 4: Reference Field 5:

Attachment Indicator: Yes Attachment

Save and Add New Save and Duplicate Save and Back to Overview Back

Add/Remove Attachments

Add Attachment(s) Choose File No file chosen

Submit

Attached File(s) List

| Action | Sr. No. | File Name | File Size (KB) | Upload/Link Timestamp | Uploaded By |
|--------------------------|---------|---------------------------------------|----------------|-----------------------|-------------|
| <input type="checkbox"/> | 1 | sis-list-of-messages-error-codes.xlsx | 156.62 | 9/11/2023 9:39:19 PM | Test User |
| <input type="checkbox"/> | 2 | List of allowed file types in SIS.txt | 0.35 | 9/11/2023 9:44:29 PM | Test User |
| <input type="checkbox"/> | 3 | SIS for Airlines_Website.jpg | 290.45 | 9/11/2023 9:46:54 PM | Test User |
| <input type="checkbox"/> | 4 | annex-1-super-user-details.pdf | 51.19 | 9/11/2023 9:57:20 PM | Test User |

Close



How to Attach Supporting Documents (Receivables)

- Manually in IS-WEB

Home >> Cargo >> Receivables >> Edit Invoice >> Add Prepaid AWB

Add Prepaid AWB

Header Details

| | | | |
|---------------------------|----------------------------------|---------------------------|---------------------|
| Billed Member: XB-004 | Billing Period: Sep 2023 P1 | Settlement Method: ICH | Invoice Number: Inv |
| Listing Amount: USD 0.000 | Listing to Billing Rate: 1.00000 | Billing Amount: USD 0.000 | Invoice Status: Ope |

AWB Prepaid Billing Details

| | |
|--|--|
| * Batch Number: 1 | * Sequence Number: 1 |
| Weight Charges: 235.000 | Valuation Charges: 0.000 |
| AWB Total Amount: 235.000 | |
| * Origin: PAR | * Destination: LAX |
| * Currency Adjustment Indicator: USD | Billed Weight: |
| Part Shipment: <input type="checkbox"/> | CCA Indicator: <input type="checkbox"/> |
| Our Reference: | Reason Code: |
| Reference Field 3: | Reference Field 4: |

Attachment Indicator:
Yes Attachment

Save and Add New Save and Duplicate Save and Back to Overview Back

Add/Remove Attachments

Add Attachment(s)

File to Upload: Choose File No file chosen 1

Submit 2

Attached File(s) List

| Action | Sr. No. | File Name | File Size (KB) | Upload/Link Timestamp | Uploaded By |
|--------|---------|---|----------------|-----------------------|-------------|
| ✖ | 1 | annex-1-super-user-details.pdf | 51.19 | 9/12/2023 6:27:42 PM | Test User |
| ✖ | 2 | List of allowed file types in SIS.txt | 0.35 | 9/12/2023 6:27:49 PM | Test User |
| ✖ | 3 | sis-list-of-messages-error-codes.xlsx | 156.62 | 9/12/2023 6:28:24 PM | Test User |

Close

How to Attach Supporting Documents (Receivables)

- Manually in IS-WEB

Home > Miscellaneous >> Receivables >> Edit Miscellaneous Invoice >> Create Line Item 1

✔ Invoice Header created successfully.

Create Line Item

Invoice Header

Invoice Number: MiscInv01 Invoice Date: 26-Sep-2023 Billed Member: XB-004 Charge Category: Finance Billing Amount: USD 0.000
Invoice Status: Open Billing Period: Sep 2023 P3

Line Item

Line Item #:

* Charge Code:

* Description:

Service Start Date:

Scaling Factor:

Line Net Total:

Total Net Amount Local:

Additional Details:

Add/Remove Attachments

Add Attachment(s)

File to Upload: No file chosen 2

Attached Files List

| Action | Sr. No. | File Name | File Size (KB) | Upload/Link Timestamp | Uploaded By |
|----------------------------------|---------|---|----------------|-----------------------|---|
| <input type="button" value="✖"/> | 1 | annex-1-super-user-details.pdf | 51.19 | 9/26/2023 10:33:39 PM | Test User |
| <input type="button" value="✖"/> | 2 | List of allowed file types in SIS.txt | 0.35 | 9/26/2023 10:33:46 PM | Test User 3 |
| <input type="button" value="✖"/> | 3 | sis-member-list.xlsx | 259.40 | 9/26/2023 10:33:55 PM | Test User |

Charge Code Type:

* Unit Price:

Add/Deduct Charge:

Local Tax Exchange Rate:



How to Manage Supporting Documents (Receivables)

- Manually in IS-WEB
- Applicable to all billing categories (PAX, CGO, MISC)

Home >> Miscellaneous >> Receivables >> Manage Supporting Documents

Manage Supporting Documents


Search Criteria

* Billing Year/Month: 2023-Sep
* Billing Period: All
* Billed Member: XB-004-Test Airline2
Invoice Number:
Charge Category: Please Select

Attachment Indicator Original: No
Mismatch Cases:

Search **Clear**

Search Results

| Actions | Billing Period | Billed Member | Invoice No. | Charge Category | Attachment Indicator Original | No. of Attachments |
|---|----------------|---------------|-------------|-----------------|-------------------------------|--------------------|
|  | SEP 2023 P1 | XB-004 | Misc1 | Finance | No | 0 |

Add/Remove

How to Manage Supporting Documents (Receivables)

- Delete/add supporting documents to invoices before supporting documents link deadline

Home >> Miscellaneous >> Receivables >> Manage Supporting Documents

Manage Supporting Documents

Search Criteria

* Billing Year/Month: * Billing Period: * Billed Member: Invoice Number: Charge Category:

Attachment Indicator Original: Mismatch Cases:

Search Results

| Actions | Billing Period | Billed Member | Invoice No. |
|---------|----------------|---------------|-------------|
| | SEP 2023 P1 | XB-004 | MiscInv1 |
| | SEP 2023 P1 | XB-004 | Misc1 |

Page 1 of 1 5 View 1 - 2 of 2

Add/Remove Attachments

Add Attachment(s)

File to Upload: No file chosen

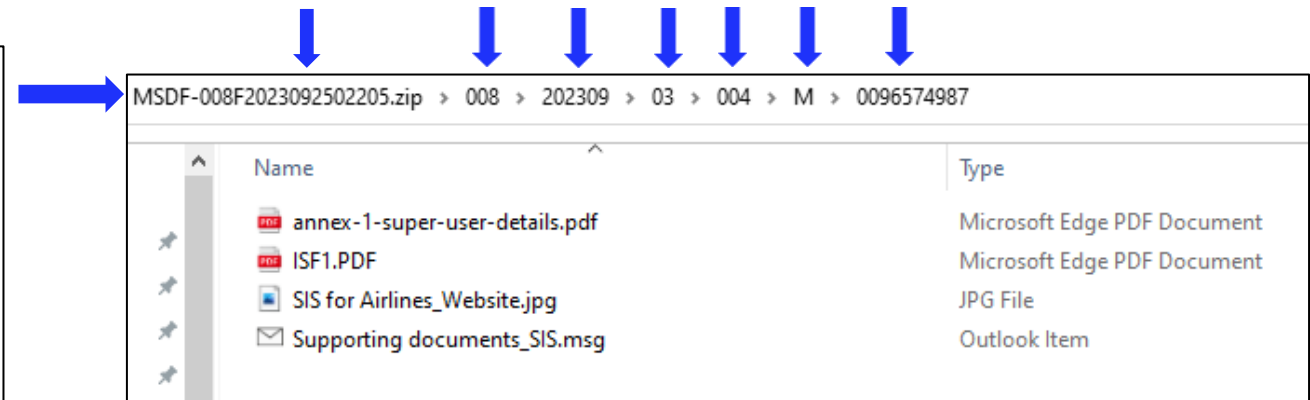
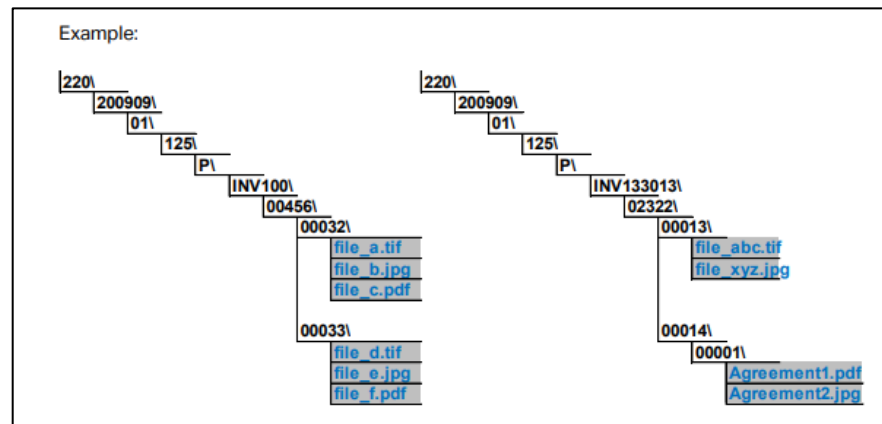
Attached Files List

| Actions | Sr. No. | File Name | File Size (KB) | Upload/Link Timestamp | Uploaded By |
|---------|---------|---|----------------|-----------------------|-------------|
| | 1 | annex-1-super-user-details.pdf | 51.19 | 9/12/2023 7:00:22 PM | Test User |
| | 2 | List of allowed file types in SIS.txt | 0.35 | 9/12/2023 7:00:39 PM | Test User |
| | 3 | sis-member-list.xlsx | 259.40 | 9/12/2023 7:00:49 PM | Test User |




How to Attach Supporting Documents (Receivables)




- Mass upload via input SDF file with Automated Linking of Supporting Documents
 - Folder Based Approach



How to Attach Supporting Documents (Receivables)

- Mass upload via input SDF file with Automated Linking of Supporting Documents
 - Index Folder Base Approach



| MSDF-008I2023092500001.ZIP | |
|---|----------------------------|
| Name | Type |
|  INDEX.xml | Extensible Markup Language |
|  List of allowed file types in SIS.txt | Text Document |
|  sis-list-of-messages-error-codes.xlsx | Microsoft Excel Worksheet |

Supporting Documents Mismatch Report

- This report provides members with a list of invoice items where attachments are expected and not attached to the invoice items in the system.
- Used to verify mismatches where “AttachmentIndicatorOriginal”= Y but no supp doc received.

Home > Reports >> Miscellaneous >> Receivable Supporting Documents Mismatch

Miscellaneous-Supporting Attachments Mismatch Report

Search Criteria

* Billing Month: Aug
 Settlement Method: All
 Period No: 1
 Invoice Number:
 Billing Year: 2023
 Member Code:

Generate Report

Miscellaneous Supporting Attachments Mismatch Report - Google Chrome

isweb.iata.org/MiscSupportingMismatchDoc.aspx?bmonth=8&bPeriod=1&bYear=2023&SettlementMethodId=-1&lnNo=&AirCode=&category=2&SearchCriteria=Billing%20Month:Aug,%20Period%20No:1,%20Billing%20Year:2023,%20Settle...

Find... 1 of 1 100%

Main Report

Miscellaneous Supporting Attachments Mismatch Report

Search Criteria: Billing Month:Aug, Period No:1, Billing Year:2023, Settlement Method:All, Invoice Number: , Member Code:All

| Billed Member Code | Billed Member Name | Billing Month | Period No | Settlement Method | Invoice Type | Invoice No. | Attachment Indicator - Original | No. Of Attachments Linked |
|--------------------|--------------------|---------------|-----------|-------------------|--------------|-------------|---------------------------------|---------------------------|
| ICM | TRAVELER USA | AUG - 23 | 1 | ICH | Invoice | 123456789 | Y | 0 |
| ICM | TRAVELER USA | AUG - 23 | 1 | ICH | Invoice | 123456789 | Y | 0 |
| ICM | TRAVELER USA | AUG - 23 | 1 | ICH | Invoice | 123456789 | Y | 0 |
| ICM | TRAVELER USA | AUG - 23 | 1 | ICH | Invoice | 123456789 | Y | 0 |
| ICM | TRAVELER USA | AUG - 23 | 1 | ICH | Invoice | 123456789 | Y | 0 |

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How to Attach Supporting Documents (Payables)



How to Receive Supporting Documents (Payables)

- After SIS Billing Output date for the billing period (reference SIS Processing Calendar Report).
- By Individual Invoice in the Manage Payable Invoice Screens.
 - PAX/CGO by respective transaction level (Invoice, Coupon/AWB, RM, BM or CM)
 - MISC by invoice level
- Via Daily or Weekly OAR.
- Indicator in Output IS-XML / IS-IDEC files "[AttachmentIndicatorValidated](#)" for Payable invoices.
 - Indicates if there are any attachments linked to the payable invoice.

How to Receive Supporting Documents (Payables)

```
<TransmissionData Name="PreviousISOOutputFileName">None</TransmissionData>
</TransmissionHeader>
<Invoice>
  <InvoiceHeader>
    <InvoiceNumber>DailyInv</InvoiceNumber>
    <InvoiceDate>2023-09-12</InvoiceDate>
    <InvoiceType>Invoice</InvoiceType>
    <ChargeCategory>Finance</ChargeCategory>
    <SellerOrganization>
      <OrganizationID>008</OrganizationID>
      <OrganizationDesignator>XB</OrganizationDesignator>
      <LocationID>Main</LocationID>
      <OrganizationName1>Test Airline</OrganizationName1>
      <Address>
        <AddressLine1>5580 RUE LEGARE</AddressLine1>
        <AddressLine2>12</AddressLine2>
        <CityName>Montreal</CityName>
        <CountryCode>CA</CountryCode>
        <CountryName>CANADA</CountryName>
        <PostalCode>H3T 1Z7</PostalCode>
      </Address>
    </SellerOrganization>
    <BuyerOrganization>
      <OrganizationID>004</OrganizationID>
      <OrganizationDesignator>XB</OrganizationDesignator>
      <LocationID>Main</LocationID>
      <OrganizationName1>Test Airline 2</OrganizationName1>
      <Address>
        <AddressLine1>200 Vesey St,</AddressLine1>
        <AddressLine2>203</AddressLine2>
        <CityName>New York</CityName>
        <CountryCode>US</CountryCode>
        <CountryName>UNITED STATES</CountryName>
        <PostalCode>10281</PostalCode>
      </Address>
    </BuyerOrganization>
    <PaymentTerms>
      <CurrencyCode>USD</CurrencyCode>
      <SettlementMonthPeriod>230901</SettlementMonthPeriod>
      <SettlementMethod>B</SettlementMethod>
    </PaymentTerms>
    <ISDetails>
      <DigitalSignatureFlag>N</DigitalSignatureFlag>
    </ISDetails>
    <Attachment>
      <AttachmentIndicatorOriginal>Y</AttachmentIndicatorOriginal>
      <AttachmentIndicatorValidated>Y</AttachmentIndicatorValidated>
      <NumberOfAttachments>4</NumberOfAttachments>
    </Attachment>
  </InvoiceHeader>
  <LineItem>
    <LineItemNumber>1</LineItemNumber>
    <ChargeCode>Misc</ChargeCode>
    <Description>Attachments</Description>
    <StartDate>2023-09-01</StartDate>
```

- Indicator in Output IS-XML / IS-IDEC files “AttachmentIndicatorValidated” for Payable invoices.
- Indicates if there are any attachments linked to the payable invoice.




How to Receive Supporting Documents (Payables)

- By Individual Invoice in the Manage Payable Invoice Screens.

The screenshot displays the 'Invoice Search' interface. At the top, the breadcrumb navigation is 'Home >> Passenger >> Payables >> Invoice Search', with a red circle '1' highlighting the 'Invoice Search' link. Below this is the 'Search Criteria' section with the following fields:

- Billing Year/Month: 2023-Sep
- Billing Period: All
- Billing Code: All
- Billing Member: (empty)
- Invoice/Credit Note Number: (empty)
- SMI: All

Buttons for 'Search' and 'Clear' are located below the search criteria. The 'Search Results' section shows a table with one row of results:

| Actions | Billing Period | Billing Member | Billing Code | Invoice/Credit Note No | SMI | Listing Currency | Listing Amount | Exchange Rate | Billing Currency | Billing Amount |
|---|----------------|---------------------|--------------|------------------------|-----|------------------|----------------|---------------|------------------|----------------|
|    | Sep 2023 P1 | XB-008-Test Airline | NS | PAXInvoice | B | USD | 235.00 | 1.00000 | USD | 235.00 |

A red circle '2' highlights the 'Download' icon in the Actions column. At the bottom of the results table, there is a pagination bar showing 'Page 1 of 1' and 'View 1 - 1 of 1'. On the right side, a 'Choose invoice download options' dialog box is open, with a red circle '3' highlighting the 'Supporting Documents' checkbox, which is checked. Other options include 'E-Invoicing Files', 'Listing Report', and 'Memos', all of which are unchecked. The dialog also features a 'Select All' button and 'Download Invoice' and 'Close' buttons at the bottom.

How to Receive Supporting Documents (Payables)

- By Individual Invoice in the Manage Payable Invoice Screens.
 - PAX/CGO by respective transaction level (Invoice, Coupon/AWB, RM, BM or CM)

View Prime Billing

Header Details

Billing Member: XB-008 Billing Period: Sep 2023 P1 Settlement Method: BILATERAL Invoice Number: PAXInvoice
 Billing Code: NS Listing Amount: USD 235.00 Listing/Evaluation to Billing Rate: 1.00000 Billing Amount: USD 235.00
 Invoice Status: Presented

Prime Billing Details

* Source Code: 68 * Batch Number: 1 * Sequence Number: 1
 * Issuing Airline: 004 * Coupon Number: 1 * Ticket/FIM Number: 999999999 * Check Digit: 9

Coupon Gross Value: 235.00 ISC: 0.000 % 0.00 Amount
 Other Commission: 0.000 % 0.00 Amount UATP: 0.000 % 0.00 Amount
 * Currency Adjustment Indicator: USD E-Ticket Indicator:

Airline Flight Designator: XB Flight Number:

Agreement Indicator: Original PMI:

Reason Code: Airline Own Use:

Reference Field 4: Reference Field 5:

Attachment Indicator - Original: Yes Attachment

Validated PMI: Agreement Indicator Validated:

Add/Remove Attachments

Attached File(s) List

| Sr. No. | File Name | File Size (KB) |
|---------|---|----------------|
| 1 | sis-list-of-messages-error-codes.xlsx | 156.62 |
| 2 | List of allowed file types in SIS.txt | 0.35 |
| 3 | SIS for Airlines Website.jpg | 290.45 |
| 4 | annex-1-super-user-details.pdf | 51.19 |

Handling Fee Amount: 0.00
 Surcharge Amt. (included within fare): 0.00
 To Airport:
 Filing Reference:
 Reference Field 3:
 IS Validation Flag:



How to Receive Supporting Documents (Payables)

- Via Daily or Weekly OAR

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

* Delivery Date From: 01-Sep-23
 * Delivery Date To: 24-Sep-23
 File Type: Daily MISC Bilateral OAR
 * Location ID: Main

Search

Search Results

| File Generated On | Billing Month | Billing Period | File Name | File Type | Location ID | Action |
|----------------------|---------------|----------------|-------------------------------|--------------------------|-------------|--------|
| 9/12/2023 9:00:08 PM | 09-2023 | 1 | D-OAR-MISC-P-004-20230913.ZIP | Daily MISC Bilateral OAR | | |

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

Download File

Search Criteria

Billing Month From: Sep
 Billing Period From: 2
 Billing Month To: Sep
 Billing Period To: 3
 Billing Year: 2023

File Type: Offline archive files
 Location ID: Main

Search

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

* Delivery Date From: 25-Sep-23
 * Delivery Date To: 25-Sep-23
 File Type: All
 * Location ID: Main

Search

Search Results

| File Generated On | Billing Month | Billing Period | File Name | File Type | Location ID | Action |
|-----------------------|---------------|----------------|-----------------------------|-----------------------|-------------|--------|
| 9/25/2023 12:50:07 AM | 09-2023 | 2 | OAR-MISC-R-A89-20230902.ZIP | Offline archive files | | |
| 9/25/2023 12:46:34 AM | 09-2023 | 2 | OAR-MISC-P-A89-20230902.ZIP | Offline archive files | | |



MISC Document Packages

Introduced in 2018, the Miscellaneous 'Document Packages' feature in SIS facilitates the exchange of documents in several formats using the SIS infrastructure to transmit to another SIS member.

The Miscellaneous 'Document Packages' are not legal invoices. Reference [ISPG Chapter 5.9](#) for SIS MISC Document Package standards.

Retrieved from SIS module: Miscellaneous >> Payables >> View Daily Bilateral Invoices / [Document Packages](#)

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

Invoice / Document Package Search

Invoices/Credit Notes | **Document Packages**

Search Criteria

* From Package Date: 01-Jan-23
* To Package Date: 25-Sep-23
Sending Member:
Package Type: All
Package Number:
* Sent to Location ID: Main

Search Clear

Search Results

| Actions | Package Date | Sending Member | Sending Member's Location ID | Receiving Member's Location ID | Package Number | Package Type |
|---------|--------------|----------------|------------------------------|--------------------------------|----------------|--------------|
|---------|--------------|----------------|------------------------------|--------------------------------|----------------|--------------|

Page 1 of 0
No records to view

Download

Demo



Let's Do a Demo!

Things to Remember!



- Ensure the correct file type is used for your supporting documents
- Include any and all pertinent data to validate charges in your supporting documents to avoid rejections
 - Emails/correspondences between individuals to support the billings
 - Detailed invoices with specific charges, e.g., hours/rates/agreement
 - Always include the department, or include a contact name/email address/phone number to assist the billed carrier in directing the invoices to the correct person/department for validation and approval
- Avoid acronyms if possible—eliminate the 'guessing' of what the invoice is for, or which department is being billed

Need help?

Contact us via the
IATA Customer Portal

www.iata.org/CS



Need help with using the IATA Customer Portal? Reference this "[SIS and the IATA Customer Portal](#)" user guide (pdf) online.

Need training?

- **The SIS Operations Team offers customized training for your company!**
- **Contact us for more info via the [IATA Customer Portal](#)**



Thank you



Post in Q&A box

