

## ATTACHMENT B—SERVICE AND ADDITIONAL SERVICE OPTIONS

### 1. PURPOSE

- 1.1 This attachment describes the Additional Services that the Participant elects to use in addition to the provision of the Service under the main agreement. This annex may be amended at any time by the Participant and communicated to IATA in order to reflect the changes in its selection of Additional Services.

### 2. GLOSSARY

See Glossary in Attachment D “Service Description”.

### 3. OPTIONAL SERVICES

#### 3.1 Digital Signature application

SIS offers a digital signature (DS) application service in a number of countries with the help of a trusted digital signature service provider. Based on the instructions provided by the billing entity, SIS creates an invoice subset file from the SIS-format invoice data with the necessary legal and invoice information fields. This digitally signed file is made available by SIS as one of the outputs to the billing entity at the end of the billing period, based on the configuration of the Member Profile. It can also be downloaded online over the IS-WEB.

SIS allows billed entities to configure the application of Digital Signature on Payable Invoices in the Member Profile. Based on the location details specified on the payable invoice, SIS triggers the process to apply digital signature in the countries covered by the service.

#### 3.2 Digital Signature verification

SIS provides an option whereby the billed entity can request verification of the digital signature applied on Payable Invoices, via the Member Profile. A verification log file is created by this process which contains the status of the applied digital signature in the countries covered by the service.

#### 3.3 Legal Archiving (or E-Archiving) service

Some jurisdictions may require legal storage for the digitally signed invoices for varying amounts of time. During this period, the invoices and any applicable digital signature need to be accessible for any audits. To address this issue, SIS will provide an optional Legal Archiving service to store the digitally signed invoices and other related information on behalf of the Participant in an external Legal archive for a longer period as required by the local regulations.

#### 3.4 Billing Value Determination

As part of this service, SIS accepts Usage Files (modified Record 50 file format as defined in the SIS Participation guide) from billing entities requesting prorated values for coupons utilized by them. SIS validates the file format and forwards the Usage File to ATPCO for further processing. The processed information is provided by ATPCO back to SIS. SIS forwards the output files provided by ATPCO to the billing entities.

#### 3.5 Billing Value Confirmation

SIS generates a Billing Value Confirmation file for passenger prime billing coupons where both the billing entity and billed entity are subscribers to this service. This file is forwarded to ATPCO for further processing. ATPCO validates the billing values with the prorated values stored within its database. Any exchange rate conversions of the prorated values as per the billing month will be done by ATPCO before comparing the values. The results of the comparison are updated by ATPCO and provided to SIS. SIS updates the comparison results within its Billing Record Database.

### 3.6 Auto-billing

As part of this service, SIS will store the prorate records received through the Value Determination process and generate invoices on behalf of the Billing Entity. On a daily basis SIS will generate a Revenue Recognition File (File Format defined in the SIS Participation Guide) containing the billing records of coupons included in the Auto-Billing Invoices.

The Auto-Billed invoices are automatically closed and finalized by SIS and processed further like any other IS-IDEAL/IS-XML invoices. At the end of the billing period, SIS generates an Invoice Posting File which includes details of all Auto-Billed invoices.

### 3.7 e-Invoicing ▲

SIS offers an option to report/generate an invoice via a country tax authority system in a number of countries either by a direct connection or via a trusted e-Invoicing service provider. For this service, the Billing Entity will need to provide SIS, their credentials to submit on their behalf. These credentials can be configured in the member profile. SIS will convert the invoice data into the desired format and upload it to the tax authority system. A copy of the generated invoice in the original format as well as a readable format (if necessary) will be provided back to the Billing Entity.

### 3.8 Summary table of Optional Services selected:

By indicating that the Optional Service is “ON” in the below table, the Participant hereby confirms that IATA is to provide this additional service and that the fees described in [Attachment A](#) of this agreement applicable to the Optional Services selected will be charged to the Participant.

Optional Service	ON/OFF	
Digital Signature application	ON <input type="checkbox"/>	OFF <input type="checkbox"/>
Digital Signature verification	ON <input type="checkbox"/>	OFF <input type="checkbox"/>
Legal Archiving	ON <input type="checkbox"/>	OFF <input type="checkbox"/>
e-Invoicing* ▲	ON <input type="checkbox"/>	OFF <input type="checkbox"/>

Applicable to A&A Members only	ON/OFF	
Billing Value Determination	ON <input type="checkbox"/>	OFF <input type="checkbox"/>
Billing Value Confirmation	ON <input type="checkbox"/>	OFF <input type="checkbox"/>
Auto-billing	ON <input type="checkbox"/>	OFF <input type="checkbox"/>

\*An [e-Invoicing Order Form](#) for each country (refer to ANNEX 1) must be filled along with the country details and submitted via the IATA customer portal via [www.iata.org/CS](http://www.iata.org/CS). ▲

#### For the Participant

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Company: \_\_\_\_\_