



SIS – Simplified Invoicing and Settlement

Release 1.21.4.0 Communication

February 2025

Version No: 1.0

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Version Control

VER.	DATE	COMMENTS/CHANGES
1.0	Feb-2025	Original version

Release 1.21.4.0 Deployment Schedule

The deployment of Release 1.21.4.0 currently planned to occur **one day after April P1 2025** period that closes on 14th April 2025 at 1700 EST. The final details regarding the downtime time for the deployment of this Release will be communicated by email at least seven (7) days prior to the deployment.

Please note there are no changes to the IS-IDEDEC and IS-XML record structures in the ISPG with this release.

Note: Changes included in this document are only those associated with Release 1.21.4.0.

Scope of Release 1.21.4.0

Change Requests (CR's) selected by the SIS Steering Group

The list of enhancements covered in this Release are explained in the table below.

Some changes may have an impact on SIS Users, it is recommended reviewing the below section in detail for evaluating any possible impact.

CR #	Subject	Affected Billing Categories	Affects Record Structure ?	Changes in Validation ?
SIS-46	SIS GM 11 Paper - S4: User Specific Grid Record Count in IS-WEB	ALL	No	No
SIS-91	Email Alerts for Specific MISC Bilateral Invoices	MISC	No	No
SIS-106	SIS GM 13 Paper - S1 - Alerts for Expired SIS Correspondences	ALL	No	No



<p>SIS-46</p>	<p>SIS GM 11 Paper - S4: User Specific Grid Record Count in IS-WEB</p>	<p><u>Description:</u></p> <p>Currently when users enter the search criteria and click the “Search” button on any screen on SIS, Search Result displays a list up to 5 items by default. If there are more than 5 search results, the user must increase the number of records displayed on a page by using the “Drop-down” or clicking the “Arrow” to see the next numbers of items.</p> <p>With this enhancement, SIS users will have the option to define in their user profile a preferred record count in the Search Result grids’ page size. This will be the default page size record count of the Search Results grid once defined and it will be enabled only for primary users.</p> <p><u>Billing Categories:</u></p> <p>This enhancement is applicable for All Billing Categories.</p> <p><u>Changes to IS-WEB:</u></p> <p>A new dropdown ‘Default Records per Grid Page’ option will be added to the user’s profile screen that can be accessed when a user clicks on their name on the SIS Homepage or by retrieving the user profile via the ‘Profile and User Management’ → ‘Manage User’ screen. Please refer to Appendix A at the end of this document.</p> <p><u>Changes to Input Files:</u> N/A</p> <p><u>Changes to Output Files:</u> N/A</p> <p style="text-align: right;">Back To Top ↗</p>
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<p>SIS-91</p>	<p>Email Alerts for Specific Miscellaneous Bilateral Invoices</p>	<p>Description:</p> <p>Currently, a SIS contact under the ‘Miscellaneous’ Billing Category will get email alerts for any and all types of Miscellaneous invoices that are issued to their SIS account.</p> <p>With this enhancement, the buyer email ID(s) provided in the Invoice/Credit Note data from the Billing Member will receive an email alert related to specific Miscellaneous Invoices/Credit Notes billed using Bilateral Settlement Method Indicator. Please refer to Appendix B at the end of this document for an example of this new email alert.</p> <p>Billing Categories:</p> <p>This enhancement is applicable for the Miscellaneous Billing Category with Bilateral only Settlement Method.</p> <p>Changes to IS-WEB: N/A</p> <p>Changes to Input Files: N/A</p> <p>Changes to Output Files: N/A</p> <p style="text-align: right;">Back To Top ↗</p>
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<p>SIS-106</p>	<p>SIS GM 13 Paper - S1 – Alerts for Expired SIS Correspondences</p>	<p>Description:</p> <p>Currently, SIS sends email alerts to correspondence initiators when a correspondence expires and 3 days prior to the time limit to submit the correspondence settlement (via PAX/CGO Billing Memo or MISC Correspondence Invoice).</p> <p>With this enhancement, the system will send a new email alert and IS-WEB home screen alerts to correspondence initiators as soon as the correspondence expires to give sufficient time for correspondence initiators to submit the correspondence settlement (via PAX/CGO Billing Memo or MISC Correspondence Invoice). Please refer to Appendix C at the end of this document for an example of this new email alert.</p> <p>Billing Categories:</p> <p>This enhancement is applicable for Passenger, Cargo and Miscellaneous billing categories.</p> <p>Changes to Input Files: N/A</p> <p>Changes to Output Files: N/A</p> <p>Changes to Output Files: N/A</p> <p style="text-align: right;">Back To Top ↗</p>
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Appendix A – SIS GM 11 paper - S4 - User Specific Grid Record Count in IS-WEB

Below is the new dropdown 'Default Records per Grid Page' that will be added to the right of existing field 'Help Text Language' at the bottom of the page.

Primary users can choose after clicking on their name from 'Profile and User Management' → 'Modify User' from the dropdown values as follows:

- a. 5
- b. 10
- c. 15
- d. 20
- e. 50
- f. 100
- g. 150
- h. 200
- i. 500

Home >> Profile and User Management >> Modify User

Modify User
Use the form below to modify account.

Salutation: Please Select	*First Name: ABC	*Last Name: XYZ	*Email Address: abc.xyz@airline.com	Is Archived: <input type="checkbox"/>
Position Title:	Staff ID:	Division:	Department:	
Telephone 1:	Telephone 2:	Mobile:	Fax:	
SITA Address:	Secondary User: <input type="checkbox"/>			
Location ID:				
Address 1:	Address 2:	Address 3:		
City Name:	Postal Code:	Country Name:	Subdivision Name:	
Help Text Language: English	Default Records per Grid Page: Please Select			

[View Own Permission](#)

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

New dropdown

Appendix B – SIS GM 91 - Email Alerts for Specific Miscellaneous Bilateral Invoices

Below is the email example that will be sent

Email Subject (and prefix):

SIS: New MISC <InvType1> #<InCnNum> received from <BillingMem1> - <Environment>

Email Content:

Dear SIS Member,

A new Miscellaneous <InvType2> as per the following details has been received by your organization.

Supplier: <BillingMem2>

Buyer: <BilledMem>

Number: <InCnNum>

Date: <InCnDate>

SIS Billing Period: <BillingPeriod>

Charge Category: <ChargeCat>

Amount: <InCnCurrAmt>

Net Due Date: <NetDueDate>

Email Signature:

Regards,

IATA SIS Operations Team

Appendix C – SIS GM 13 paper S1: Alerts for Expired SIS Correspondences.

Below is the email example that will be sent by the system as soon as a correspondence is set with status “Expired”(A) and the IS-WEB Home Screen alert content (B).

A) Email sample sent to the correspondence initiator.

Email Subject (and prefix):

SIS: Correspondence Expiry Notification for <BillingCategory> Correspondence No. <CorrespondenceNumber> - <Environment>

Email Content:

Dear SIS Member,

<BillingCategory> Correspondence No. <CorrespondenceNumber> has expired due to no response by the recipient within the response time limit. It is now eligible for settlement (Billing Memo or Correspondence Invoice). The settlement time limit is <Mon YYYY Px>.

If a settlement is not received in SIS by this time limit, it will result in permanent Closure of this correspondence Due to Expiry.

Email Signature:

Regards,

IATA SIS Operations Team

B) Home Screen Alert on IS WEB.

<BillingCategory> Correspondence No. <CorrespondenceNumber> has expired due to no response by the recipient within the response time limit. It is now eligible for settlement (Billing Memo or Correspondence Invoice). The settlement time limit is <Mon YYYY Px>.

If a settlement is not received in SIS by this time limit, it will result in permanent Closure of this correspondence Due to Expiry.



In case of any questions, please contact us via the
[IATA Customer Portal](#)