

SIS WEBINAR #03 – 2024 Key New SIS Functionalities



Presenters

Chris Fang

Interline Officer, Xiamen Airlines



厦|门|航|空 **XIAMENAIR**

Kaihong Zhang

Interline Manager, Air China



Vivekh Pundit

Senior Manager, Industry e-Invoicing

Xhonina Osmani

Specialist, Industry e-Invoicing

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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

➤ Key New SIS Functionalities:

- SIS Miscellaneous Bilateral Invoices via ICH
- Validation of duplicate coupon billings for Passenger Prime Billings
- Bulk Correspondence Processing
- New Invoice Search Feature
- SIS Bulletins and Webinars on IS-WEB
- Initiate Correspondence / Billing Memo buttons on Audit Trail screens
- Ability to resubmit an invoice with same invoice number that previously failed validation

➤ Documentation & How to Submit Your Ideas

➤ 2025 SIS Webinar Suggestions Survey

➤ Q&A



SIS MISC Bilateral Invoices via ICH



What is this?

SIS MISC Bilateral Inv via ICH

Allow bilateral invoices billed via SIS to be settled via the Clearing House in the current open period or a future period.

SIS Release 1.20 – SIS 57



What is this?

APPLICABLE

SIS MISC Bilateral Invoices via ICH

MISC → It must be under the category of Miscellaneous

ICH/ACH Member → Billed and billing members must be ICH/ACH members

Active → Both members are active
No suspended status

SMI-B → For invoices already under SMI-B

Current or Future → Either in the current open or future period

Mark for payment → Billing member can mark the invoice for payment

Permission needed → User should ask for permission from super user

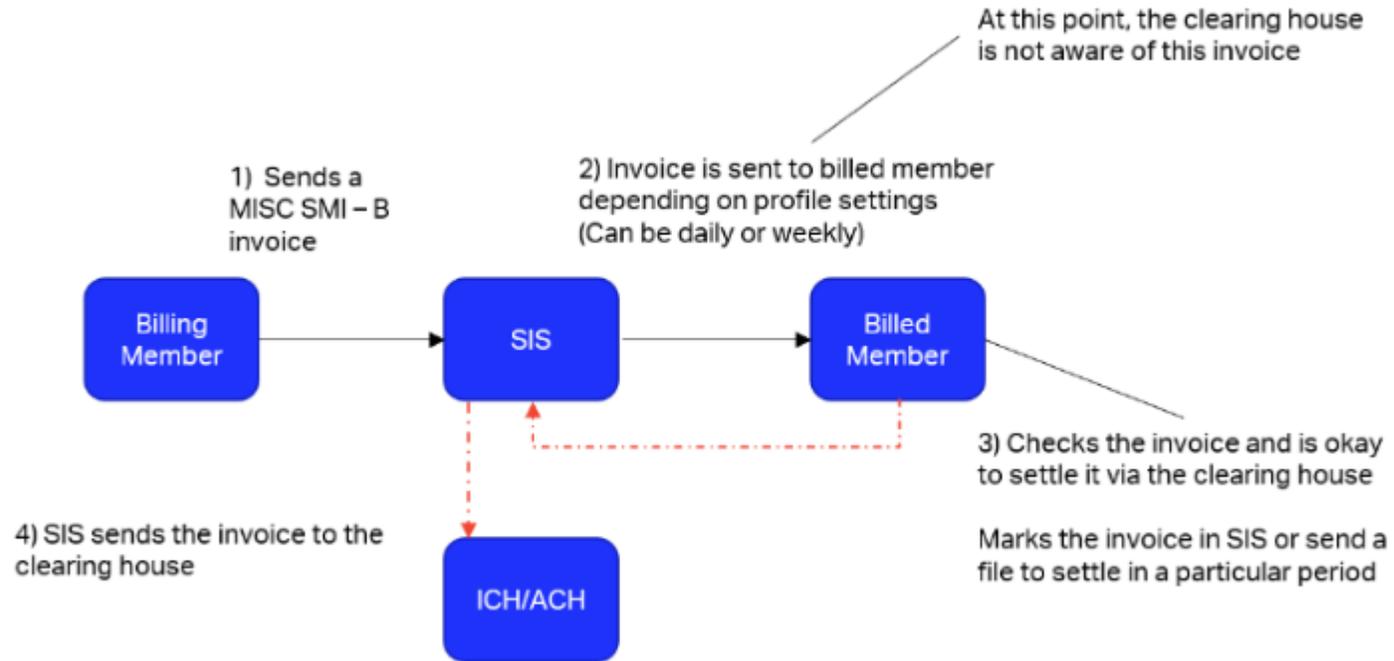
SMI-X or A/M → Default: SMI-I or SMI-A/M
Optional: SMI-X



What is this?

PROCESS

SIS MISC Bilateral Invoices via ICH



How to use it? - 7 Steps

CONFIGURATION

SIS MISC Bilateral Invoices via ICH

Permission

- 1.MISC.Pay.SettleBilateralInvoicesViaClearingHouse
- 2.MISC.Rec.SettleBilateralCreditNotesViaClearingHouse

Contact Type

Tick - both Misc Payble and Rev
Clearing House Payment Instructed

All Contact Assignments

Search Criteria

Group: Billing Category Spe Subgroup: MISC Type: Processing

Search

ISC-Daily IS-WEB Bilateral Delivery Contact	MISC-Output Available Contact	MISC-Receivables Payment Status Updates	MISC-Payables Payment Status Updates	MISC-MDP Delivery Contact
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Save Close



How to use it? - 7 Steps

CONFIGURATION

SIS MISC Bilateral Invoices via ICH

Payment
Status Update

Layout changed
Click Clearing House Payment Instructed
Check currency and SMI

Payment Status as per Billed Member (Payables)

Update Payment Status

*Payment Status as per Billed Member:
Clearing House Payment Instructed ← 1

Currency of Amount Paid: Please Select
Amount Paid: 0.000

Currency of Total Amount Paid: Please Select
Total Amount Paid: 0.000

Date of Wire Transfer Execution: DD-MMM-YY
Reference Number:

Remarks:

Clearing House Specific Information:

Payment Execution Period:
 Current Open Period ← a
 Future Period

Future Period for Payment Execution:

Settlement Amount in Currency of Billing (USD) ← b
81,648.000

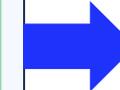
Settlement Method: ← c
 Default (System Resolved)
 ICH SMI-X

CH Agreement Indicator:
CH Due Date:

Update Clear Revert

Payment Status History

Payment Status	TimeStamp UTC	Updated By	File Name	User Name	Remarks	Currency of Amount Paid	Amount Paid	Currency of T Pa
Received	18-Mar-24 04:40	System						



Warning

Are you sure you want to update the new Payment Status?

Yes No

How to use it? - 7 Steps

CONFIGURATION

SIS MISC Bilateral Invoices via ICH

Payment Status Update

Payment Status History Updated

Payment Status as per Billed Member (Payables)

Update Payment Status

*Payment Status as per Billed Member:
Please Select

Currency of Amount Paid: Please Select Amount Paid: 0.000

Currency of Total Amount Paid: Please Select Total Amount Paid: 0.000

Date of Wire Transfer Execution: DD-MMM-YY Reference Number:

Remarks:

Update Clear Revert

Payment Status History

Payment Status	TimeStamp UTC	Updated By	File Name	User Name	Remarks	Currency of Amount Paid	Amount Paid	Currency of Total Amount Paid
Clearing House Payment Instructed	29-Apr-24 20:50	User		Simon				
Received	18-Mar-24 04:40	System						



How to use it? - 7 Steps

CONFIGURATION

SIS MISC Bilateral Invoices via ICH

Payment
Status History

Status changed
Settle via Clearing House appeared

The screenshot displays the 'Invoices/Credit Notes' interface. The search criteria include: From Period (2024-Jan 1), To Period (2024-Apr 2), Invoice/Credit Note Number (009691), Billing Member (XB-A89-IATA MONTREAL), and Transaction Type (All). The search results table shows one entry for an 'Original Invoice' with a billing amount of 81,648.000 USD. The payment status columns are highlighted with a red box, showing 'Settled via Clearing House' for both the Billing Member and Billed Member. A red arrow points to this status.

Actions	Billing Period	Billing Member	Billed Member's Location ID	Transaction Type	Invoice/Credit Note Number	Charge Category	SMI	Billing Currency	Billing Amount	Exchange Rate	Clearance Currency	Clearance Amount	Payment Status as per Billing Member	Payment Status as per Billed Member
	Mar 2024P1	XB-A89-IATA MONTREAL	Main	Original Invoice	009691	Service Provider	B	USD	81,648.000			0.000	Settled via Clearing House	Settled via Clearing House

How to use it? - 7 Steps

CONFIGURATION

SIS MISC Bilateral Invoices via ICH

Processing
Dashboard

Two period types
1. Billing period 2. Settlement period

IS Processing Dashboard

Invoice Status | Billing File Status | Document Package Status

Search Criteria

Quick Search Detail Search

Period Term Current Previous

Period Type Billing Period Settlement Period

Search

IS Processing Dashboard

Invoice Status | Billing File Status | Document Package Status

Search Criteria

Quick Search Detail Search

* Clearance Year: 2024 | * Clearance Month: Apr | Period: 4 | Billing Member: | Billed Member: |

Clearance Type: All | Billing Category: All | Invoice No.: | Invoice Status: All | Submission Method: All |

Daily Delivery Status: All | Period Type: Billing Period

Search

How to use it? - 7 Steps

CONFIGURATION

SIS MISC Bilateral Invoices via ICH

Email alert

Daily Payment Status Updates Email Alert

CSV uploading

New fields:
Payment Reference Number / Internal Reference
Number

Format 1:

- a. It should contain 2 tokens, using '\$' (dollar) as a delimiter.
- b. Example: D\$20230801

Format 2:

- c. It should contain 4 tokens, using '\$' (dollar) as a delimiter.
- d. Example: X\$20230801\$A1234\$20230810

Benefits of SIS MISC Bilateral Invoices via ICH

- Convenient – easy to control choice of settlement using SIS
- Consistent format – using same SIS standards
- SMI-X applicable – new ICH settlement method to settle in new currencies

Validation of Duplicate Coupon Billings for Passenger Prime Billings



What is this?

A validation to stop the same passenger coupon being billed multiple times between the same billing and billed member in SIS for the last 12 months.

SIS Release 1.18 - SIS-24/CMP 768

How to use it?

This is a validation to prevent such error. You will receive a R2 validation error report if you have submitted a duplicate passenger coupon.

What will be validated:

- Issuing Airline
- Document Number
- Coupon Number
- Billing Airline



Benefits of Validation of Duplicate Coupon Billings for Passenger Prime Billings

Previously:

- Flagged as DU
- But not in ERROR

Now:

- System validation
- Last 12 months, prevents potential errors and reduces rejections

Bulk Correspondence Processing



What is this?

This enhancement makes the process more efficient and enables the user to handle multiple eligible correspondences at once instead of having to handle them one by one.

SIS Release 1.18 - SIS-21/CMP 760

How to use it?

1. Click checkbox of correspondence.
2. Click "Bulk reply" or "Bulk authorize" and then "Bulk send".

What will be validated:

- Being selected
- Other member must be the same
- Status: Open



Benefits of Bulk Correspondence Processing

Previously:

- Through IS-WEB
- Once per each correspondence

Now:

- Saves time
- Efficiency

Search Results

<input type="checkbox"/>	Actions	Transaction Type	Transaction Date	Transaction No.	Billing Code	Invoice No.	Member Code	Sou Co
<input type="checkbox"/>	  		26-Nov-2024					6
<input checked="" type="checkbox"/>	  		19-Nov-2024					6
<input checked="" type="checkbox"/>	  		19-Nov-2024			same		6
<input checked="" type="checkbox"/>	  		19-Nov-2024			member		6
<input type="checkbox"/>	  		19-Nov-2024	07310000403			160	6

checkbox

same member

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Initiate Rejection Initiate Correspondence Initiate Billing Memo Bulk Reply Bulk Authorize Bulk Send

New Invoice Search Feature



New Invoice Search Feature

SIS Release 1.16 – CMP 791

Description: this CMP provides an option to search Invoices/Credit Notes directly from the header section of IS-WEB via a Search field. All billing categories. "Like search" is performed.

The screenshot shows the SIS web interface. At the top, a navigation bar includes 'Welcome Kaihong Zhang', 'Help', 'Alerts (1)', 'Messages (0)', 'Home', 'Contact IS Help Desk', and 'Log Off'. Below this is a search bar containing '202411' and a magnifying glass icon. The main content area is titled 'Invoice Search' and contains a message: 'The searched Invoice/Credit Note belongs to multiple Billing Categories or Invoice Types. Please select and proceed with the search.' Below the message is a table with the following columns: Billing Category, Invoice Number, Billing Member, Billed Member, Billing Period, Invoice Date, and Status. The table contains five rows of data, with the 'Invoice Number' column highlighted in red in each row. At the bottom of the table, there is a pagination bar showing 'Page 1 of 3' and a 'Search' button.

	Billing Category	Invoice Number	Billing Member	Billed Member	Billing Period	Invoice Date	Status
<input type="radio"/>	Passenger	202411			Nov 2024 P2	18/Nov/2024	Presented
<input type="radio"/>	Passenger	202411			Nov 2024 P1	12/Nov/2024	Presented
<input type="radio"/>	Miscellaneous	CA202411			Nov 2024 P2	11/Nov/2024	Presented
<input type="radio"/>	Miscellaneous	CA202411			Nov 2024 P2	11/Nov/2024	Presented
<input type="radio"/>	Miscellaneous	CA202411			Nov 2024 P2	06/Nov/2024	Presented

Benefit: Sometimes, when you don't know the period/ billing airline/billing amt, you can get the detail information quickly.

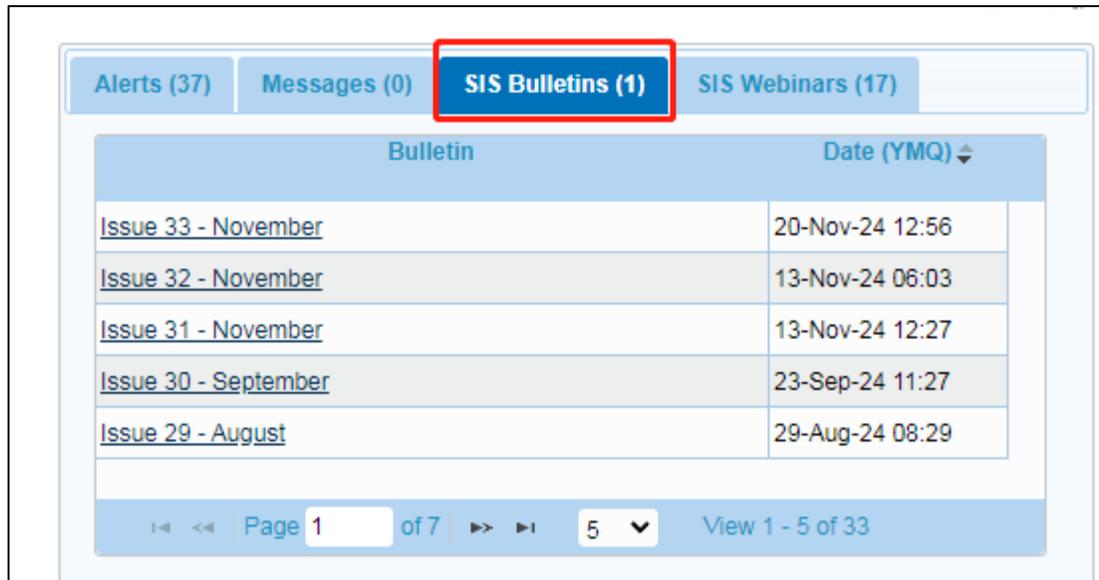
SIS Bulletins and Webinars on IS-WEB



SIS Bulletins and Webinars on IS-WEB

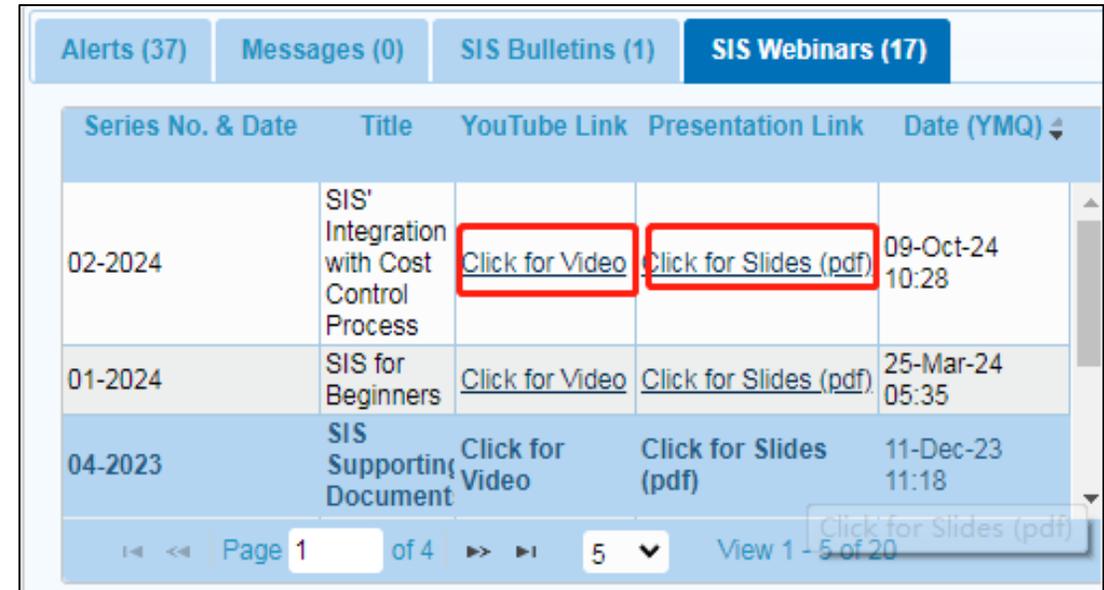
SIS Release 1.19 – SIS-25

Description: Currently, SIS Bulletins and Webinars are shared by SIS Operations Team via email to all SIS users and published on the [SIS Website](#).



Bulletin	Date (YMQ) ↓
Issue 33 - November	20-Nov-24 12:56
Issue 32 - November	13-Nov-24 06:03
Issue 31 - November	13-Nov-24 12:27
Issue 30 - September	23-Sep-24 11:27
Issue 29 - August	29-Aug-24 08:29

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Series No. & Date	Title	YouTube Link	Presentation Link	Date (YMQ) ↓
02-2024	SIS' Integration with Cost Control Process	Click for Video	Click for Slides (pdf)	09-Oct-24 10:28
01-2024	SIS for Beginners	Click for Video	Click for Slides (pdf)	25-Mar-24 05:35
04-2023	SIS Supporting Document	Click for Video	Click for Slides (pdf)	11-Dec-23 11:18

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Benefit: Can search the SIS published Bulletins directly from IS-WEB, don't need to look up the email notification, and can view all the Webinars video and sides at any time.

Initiate Correspondence / Billing Memo buttons on Audit Trail screens



Initiate Correspondence / Billing Memo' buttons on Audit Trail screens

SIS Release 1.16 – CMP 811

Description: with this CMP, new buttons 'Initiate Correspondence' and 'Initiate Billing Memo' will be provided for eligible transactions on the 'Audit Trail' screens accessed by clicking on button/icon 'Show Audit Trail', to allow the user to 'Initiate Correspondence' or 'Initiate Billing Memo' directly after viewing the Audit trail.

Home >> Passenger >> Billing History and Correspondence

Billing History

Invoice Search Criteria

* Billing Type: Payables	Billing Year / Month.: 2024-Oct	Billing Period: All	Billing Code: NS: Non-Sampling	Member Code: [Redacted]
Invoice Number: [Text Box]	Transaction Type: Rejection Memo	Memo Number: [Text Box]	Rejection Stage: 3	Source Code: 6
Reason Code: [Text Box]	Issuing Airline: [Text Box]	Document Number: [Text Box]	Coupon Number: [Text Box]	

Search Clear

Initiate Correspondence / Billing Memo' buttons on Audit Trail screens

Search Results

<input type="checkbox"/>	Actions	Transaction Type	Transaction Date	Transaction No.	Billing Code	Invoice No.	Member Code	Source Code	Rejection Stage	Reason Code	Correspondence Status	Correspondence Sub Status	Number Of Days To Expire	Authority To Bill	Transaction Amount
<input type="checkbox"/>	 	Rejection Memo	OCT-24 P3	[REDACTED]	NS	[REDACTED]	[REDACTED]	6	3	1Z					USD [REDACTED]
<input type="checkbox"/>	 	Rejection Memo	OCT-24 P3	[REDACTED]	NS	[REDACTED]	[REDACTED]	6	3	1T					USD [REDACTED]
<input type="checkbox"/>	 	Rejection Memo	OCT-24 P3	[REDACTED]	NS	[REDACTED]	[REDACTED]	6	3	1Z					USD [REDACTED]
<input type="checkbox"/>	 	Rejection Memo	OCT-24 P3	[REDACTED]	NS	[REDACTED]	[REDACTED]	6	3	1Z					USD [REDACTED]
<input type="checkbox"/>	 	Rejection Memo	OCT-24 P3	[REDACTED]	NS	[REDACTED]	[REDACTED]	6	3	1Z					USD [REDACTED]

Page 1 of 3 5 View 1 - 5 of 15

[Initiate Rejection](#) [Initiate Correspondence](#) [Initiate Billing Memo](#) [Bulk Reply](#) [Bulk Authorize](#) [Bulk Send](#)

Initiate Correspondence / Billing Memo' buttons on Audit Trail screens

SIS Release 1.16 – CMP 811

Search Results

<input type="checkbox"/>	Actions	Transaction Type	Transaction Date	Transaction No.	Billing Code	Invoice No.	Member Code	Source Code	Rejection Stage	Reason Code	Correspondence Status	Correspondence Sub Status	Number Of Days To Expire	Authority To Bill	Transaction Amount
<input checked="" type="checkbox"/>			26-Nov-2024					6			Open	Received	60	Yes (Full)	USD
<input type="checkbox"/>			26-Nov-2024					6			Open	Responded	60	Yes (Full)	USD
<input type="checkbox"/>			26-Nov-2024					6			Open	Received	60	Yes (Full)	USD
<input type="checkbox"/>			26-Nov-2024					6			Open	Received	60	Yes (Partial)	USD
<input type="checkbox"/>			26-Nov-2024					6			Open	Received	60	Yes (Full)	USD

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Benefits:

- More convenience - easy to initiate billing memos from the Audit Trail screen
- More efficiently – batches of rejections at a time on the same screen
- Audit trail – able to keep visibility on the audit trail screens

Ability to Resubmit an Invoice with Same Invoice Number that Previously Failed Validation



Ability to resubmit an invoice with same invoice number that previously failed validation

SIS Release 1.16 - CMP 771

What is it?

Currently, SIS performs a duplicate check on the invoice number preventing members from submitting Invoices/Credit Notes with the same invoice number within the same year, irrespective of the Billing Category, Billed Member or the status of the Invoice/Credit Note submitted earlier.

Customers need to resubmit a file that failed validation must login to IS-WEB to delete the file or use a different invoice number.

With this CMP, SIS will allow submitting of Invoice/Credit Note with the same Invoice number if the Invoice/Credit Note existing in SIS has status 'Error Non-Correctable'.

Ability to Resubmit an Invoice with Same Invoice Number that Previously Failed Validation

How to use it?

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

Member Profile

Manage Member

Member Details | Locations | Contacts | e-Billing | **Passenger** | Cargo | Miscellaneous | UA

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

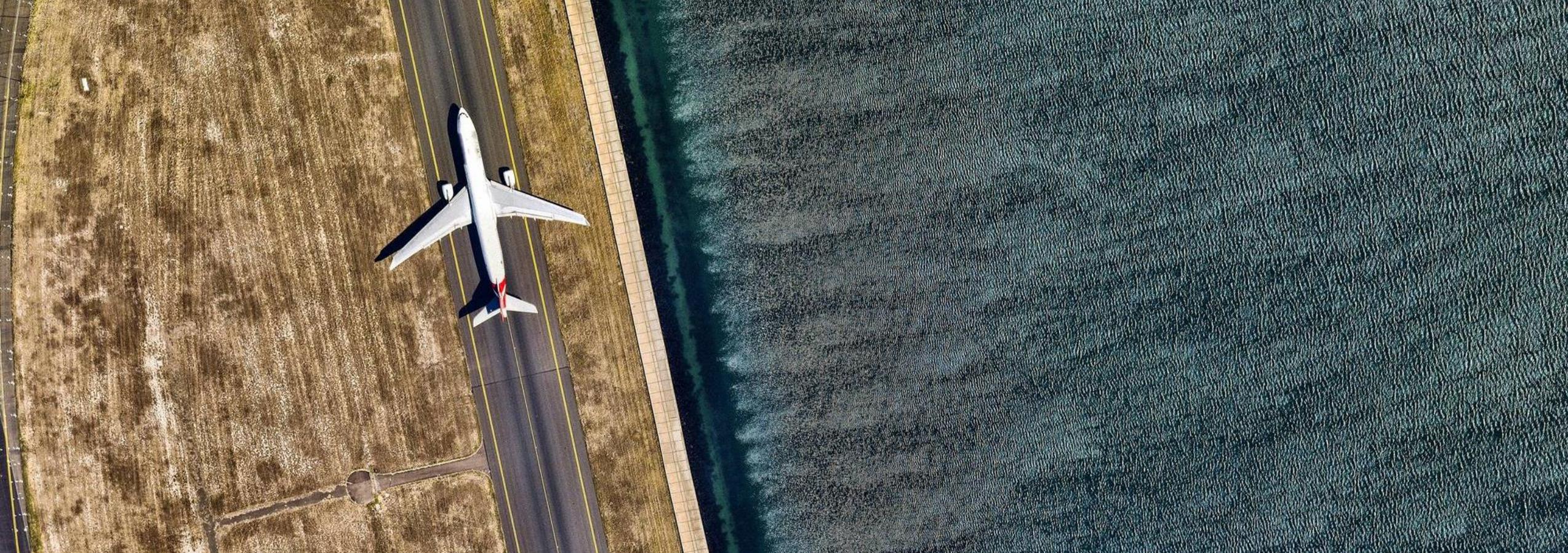
Future Billings

Sampling
Sampling Carrier:
Not A Sampling Carrier ▼

Billing Value Confirmation (BVC)
Participate In Billing Value Confirmation
Not Activated

Benefit:

- After we correct the validation error, just need to recreate the invoice but do not need to rename the invoice number, the same invoice number will be uploaded successfully.
- No need to delete the old error invoice, make the process more smoothly.
- Supports automation with your systems.

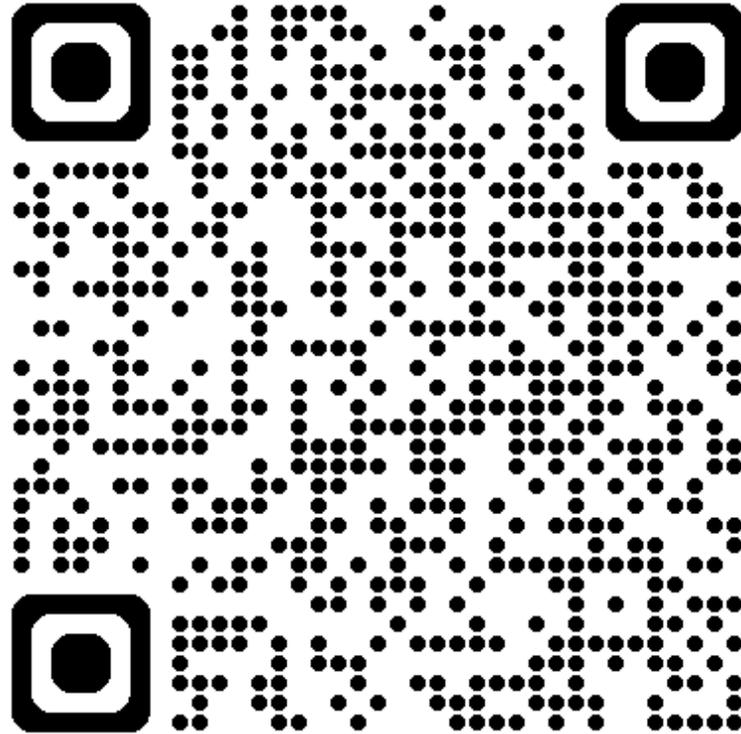


SIS Functionalities – Documentation & Ideas



SIS Functionalities from Today

- SIS Functionality Documentation / Release Notes are available on the [SIS website](#).
- www.iata.org/SIS -> SIS for Airlines or Suppliers -> **“Documents”** tab.



SIS Functionalities Documentation

Functionality Guidance Documents

The following are guidance documents for important SIS functionalities.

- [SIS-57-Settle SIS MISC Bilateral Invoices via Clearing Houses \(zip\)](#)
- [CMP 860 - Changes to the Dispute Process \(zip\)](#)
- [CMP 656 - Miscellaneous Invoice Dispute Management \(zip\)](#)
- [CMP 410 - Multi-Client Access \(pdf\)](#)
- [CMP 654 - Validation on MISC Invoice Date \(pdf\)](#)
- [CMP 669 - CSV Listings for MISC invoices \(pdf\)](#)
- [CMP 692 - MISC Payment Status Updates \(zip\)](#)
- [CMP 674 - Validation of Coupon-AWB Breakdown in Rejection \(pdf\)](#)
- [CMP 496 - Validation of Reference Data against Member Profile \(pdf\)](#)
- [CMP 459 - Validation of RM Billed-Accepted Values \(pdf\)](#)

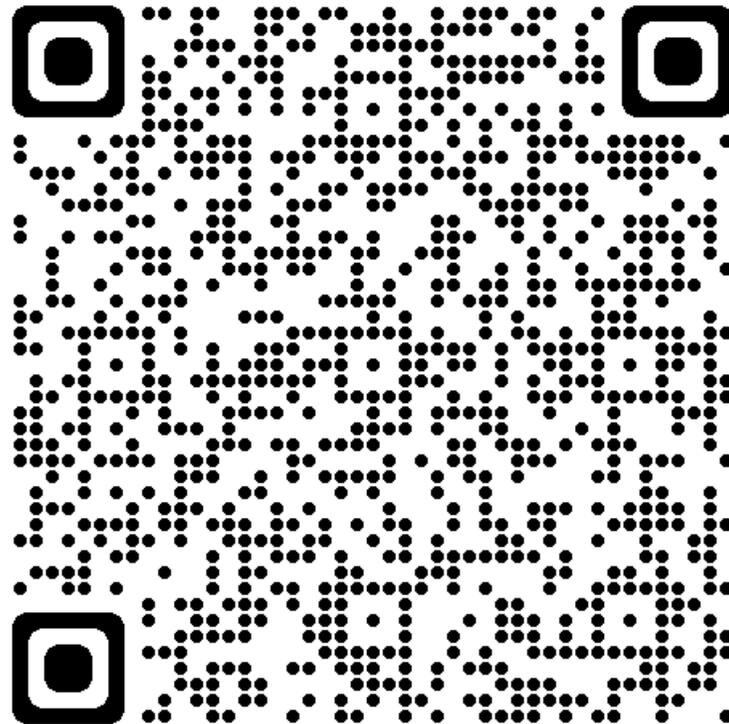
Production System Release Notes

The following are the documentation for all Major Release enhancements/changes deployed in the SIS Production environment.

1.2 (pdf)	1.3 (pdf)	1.5 (pdf)	1.6 (pdf)
1.7 (pdf)	1.8 (pdf)	1.9 (pdf)	1.10 (pdf)
1.11 (pdf)	1.12 (pdf)	1.13 (pdf)	1.14 (pdf)
1.15 (pdf)	1.16 (pdf)	1.17 (pdf)	1.18 (pdf)
1.19 (pdf)	1.20 (pdf)	1.20.3 (pdf)	1.20.6 (pdf)

List of Open SIS Change Requests

- [List of open change requests](#) (pdf) on the [SIS website](#).
- www.iata.org/SIS -> SIS for Airlines or Suppliers -> **“Documents”** tab.



Your SIS Functionality Ideas?

Think about...

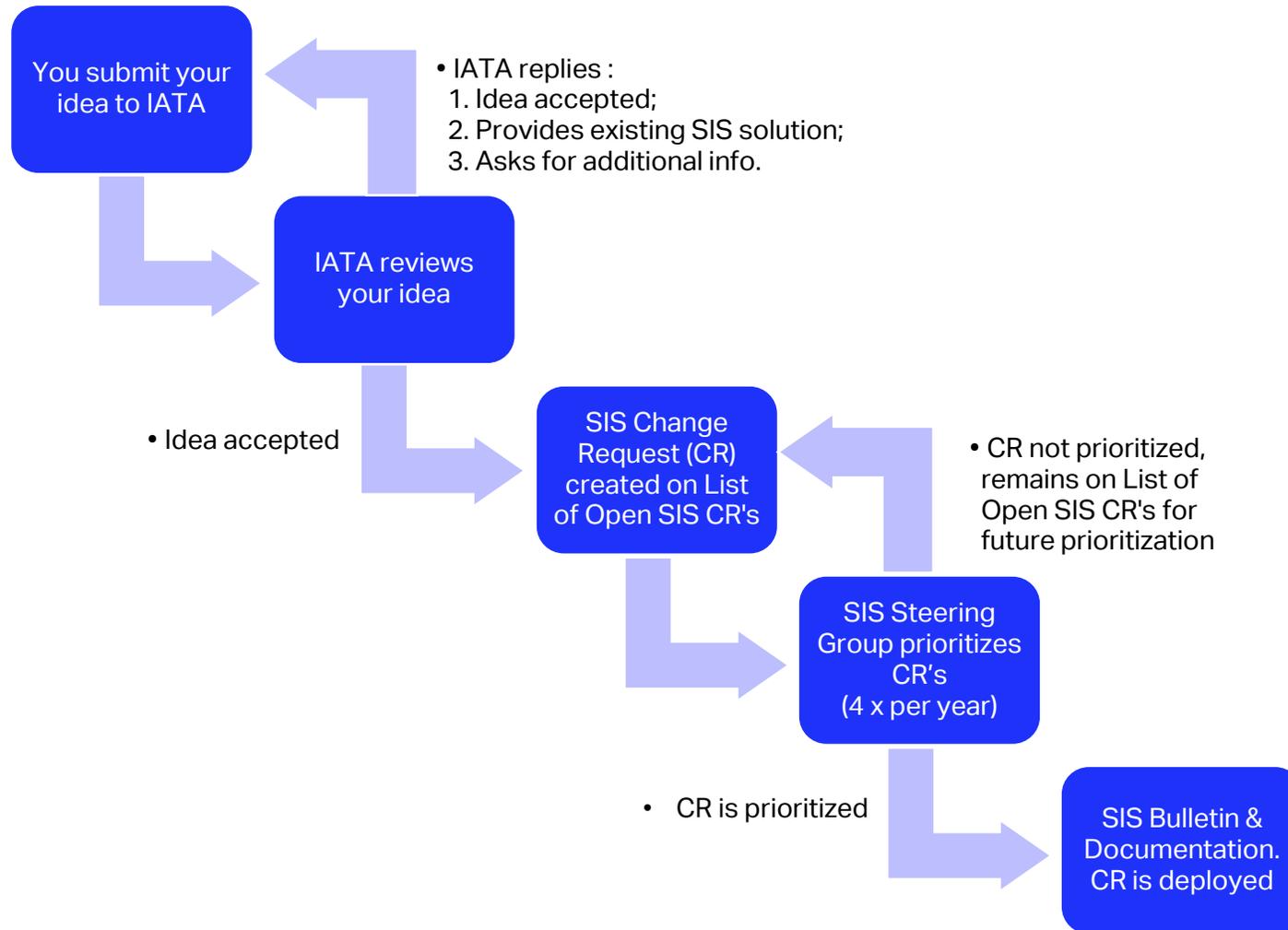
- Life before and after SIS.
- Reducing time, optimizing performance; "work smart, not hard".
- How can SIS help the industry evolve?

Submit Your Ideas!

1. Fill out the [Proposal Form](#) (pdf)
Provide the **Background, Problem and Solution**.
2. Submit the form to SIS by logging a new case in the [IATA Customer Portal \(portal.iata.org\)](https://portal.iata.org) and select the Case Reason as **"New Feature Request"**.

Background	
Problem	
Proposed Solution	

How are SIS Functionalities Deployed?



Thank you!

Need help?

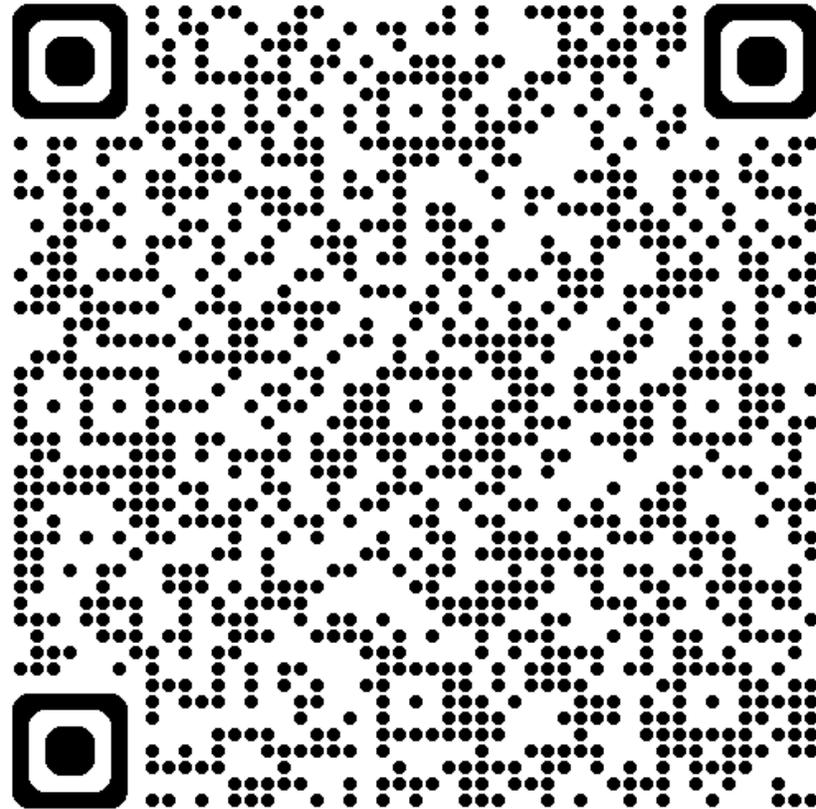
Contact us via the
IATA Customer Portal

www.iata.org/CS



2025 SIS Webinar Suggestions

Send us your ideas for SIS Webinar Subjects!



Raise your hand

Q&A

Post in Q&A Box

