



# **SIS – Simplified Invoicing and Settlement**

## **Release 1.18 Communication**

**May 2023**

**Version No: 1.0**



## Contents:

Release 1.18 Deployment Schedule..... 3

Scope of Release 1.18..... 4

Appendix A – SIS-21: Bulk Correspondence Processing ..... 11

Appendix B – SIS-29: MISC Dispute Enhancements..... 17





**Version Control:**

VER.	DATE	COMMENTS/CHANGES
1.0	May-2023	Original version



## Release 1.18 Deployment Schedule

The deployment of Release 1.18 is planned to be executed before the start of the June P3 2023 clearance.

The deployment is currently planned to occur after June P2 2023 period closure on 21<sup>st</sup> June 2023 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-IDEC and IS-XML record structures in the ISPG with this release.

*Note: Changes included in this document are only those associated with Release 1.18.*

## Scope of Release 1.18

### 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?
<a href="#">SIS-21</a>	SIS GM 7 paper - S4: Bulk Correspondence Processing	PAX, CGO, MISC	No	No
<a href="#">SIS-24</a>	SIS GM 7 paper - S15 - Validation of duplicate coupon billings for Passenger prime billings	PAX	No	Yes
<a href="#">SIS-47</a>	SIS GM 11 Paper - S5: RFIC/RFISC validation in SIS	PAX	No	Yes
<a href="#">SIS-29</a>	MISC Dispute Enhancements	MISC	No	No



<p><a href="#">SIS-21</a></p>	<p><b>SIS GM 7 paper - S4: Bulk Correspondence Processing (CMP 760)</b></p>	<p><b>Description:</b></p> <p>The SIS correspondence process can be done only through IS-WEB and each correspondence needs to be handled individually. 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.</p> <p><b>Billing Categories:</b></p> <p>This enhancement is applicable <b>All</b> Billing Categories (except UATP).</p> <p><b>Changes IS-WEB:</b></p> <p>Changes in the '<a href="#">Billing History and Correspondence</a>' screen are as following:</p> <ul style="list-style-type: none"> <li>• There will be a new Checkbox in Correspondence Search Results, in MISC 'Billing History and Correspondence' Screen</li> <li>• There will be new Buttons '<a href="#">Bulk Reply</a>', '<a href="#">Bulk Authorize</a>' (Authority to Bill) and '<a href="#">Bulk Send</a>' for Bulk Processing of PAX, CGO and MISC Correspondences will be displayed in the 'Billing History and Correspondence' Screen. However, these buttons are only accessible to the users who have been assigned the new relevant permission(s).</li> </ul> <p><b>New Validations:</b></p> <ul style="list-style-type: none"> <li>• Validations upon click of new buttons of '<a href="#">Bulk Reply</a>' and '<a href="#">Bulk Authorize</a>':             <ul style="list-style-type: none"> <li>○ At least one Correspondence should be selected.</li> </ul> </li> </ul> <p style="text-align: right;"><a href="#">Back To Top</a> ↗</p>
-------------------------------	---	---



		<ul style="list-style-type: none"> <li>○ For each correspondence, there should be at least one or more contacts assigned as a Correspondence contact for that Billing Category.</li> <li>○ The 'Other Member' of all selected correspondences should be the same. It will not be possible to perform bulk replies / authorization for correspondences pertaining to different Members.</li> <li>○ For 'Bulk Reply', the status of all selected correspondences should be 'Open'; and the Sub Status should be 'Received'.</li> <li>○ For 'Bulk Authorize', the logged-in Member should be the <b>non-Initiator</b> of all selected correspondences.</li> </ul> <ul style="list-style-type: none"> <li>● Validations upon click of new button 'Bulk Send':             <ul style="list-style-type: none"> <li>○ At least one Correspondence should be selected.</li> <li>○ The Status of all selected correspondences should be 'Open'; and the Sub Status should be 'Ready for Submit'.</li> </ul> </li> </ul> <p>Please refer to <a href="#">Appendix A</a>.</p> <p><b>Changes - Input Files:</b> N/A</p> <p><b>Changes - Output Files:</b> N/A</p>
<p><a href="#">SIS-24</a></p>	<p><b>SIS GM 7 paper - S15 - Validation of duplicate coupon billings for Passenger prime billings (CMP 768)</b></p>	<p><b>Description:</b></p> <p>There is no validation to stop the same passenger coupon being billed multiple times between the same billing and billed member in SIS. Currently, the system flags these cases as 'DU' / Duplicate Billings (IS Validation Flag) but it does not put the invoice in error.</p> <p>To stop the misuse and reduce unnecessary rejections, a paper was put forward in the SIS GM 7 which passed, and it has now been prioritized by the SIS SG. With this change an error will occur if the Issuing Airline, Document Number, Coupon Number, and Billing Airline are the same as previously submitted billing between the two airlines. However, this validation only applies if the previous prime billing was raised within the last 12 months.</p> <p style="text-align: right;"><a href="#">Back To Top ↗</a></p>



		<p>For airlines still doing sampling billing, there will be no validation error if the following conditions are met:</p> <ul style="list-style-type: none"> <li>• The prime billing for the coupon was done on a Sampling Form A/B, and;</li> <li>• The billed airline included the same coupon in a Sampling Form C, and;</li> <li>• The second prime billing for the same coupon is Non-Sampling with specific Source Codes (<a href="#">SC27/90/95/96</a>).</li> </ul> <p>If airlines want to send additional billings on top of an existing initial billing, they should obtain prior approval from the billed airline and use <a href="#">Source Code 09</a> for billing.</p> <p><b><u>Billing Categories:</u></b></p> <p>This enhancement is applicable for <b>Passenger</b> - 'Non-Sampling prime billing' and 'Sampling Form A/B prime billings'</p> <p><b><u>Changes IS-WEB:</u></b> N/A</p> <p><b><u>Changes - Input Files:</u></b> N/A</p> <p><b><u>Changes - Output Files:</u></b></p> <p>A new validation on duplicate prime billings:</p> <ul style="list-style-type: none"> <li>➤ If system identifies a duplicate coupon in the IS-IDEC and IS-XML input files, then it fails the invoice with an Error Non-Correctable in the R2 Validation Report. An example of R2 Validation Error description follows: Example: "Duplicate billing found in Invoice #<a href="#">86530790</a> to the same carrier, Billing Period <a href="#">2023-Jun-P3</a>, Batch #1, Seq #2 If the Prime Billing is submitted through IS-WEB then the system will not allow to save it.</li> </ul> <p style="text-align: right;"><a href="#">Back To Top ↗</a></p>
--	--	---





<p><a href="#">SIS-47</a></p>	<p><b>SIS GM 11 Paper - S5: RFIC/RFISC validation in SIS</b></p>	<p><b>Description:</b></p> <p>Currently, SIS performs validations For EMD transactions billed under source code 23, the RFIC and RFISC information needs to be submitted in 'Reference Field 1' and 'Reference Field 2' in IS-IDEA and 'ReferenceField10AN' in IS-XML. These are mandatory fields for source code 23 and SIS validates that data is entered in these fields as well as the RFISC data entered is related to the RFIC value as published by ATPCO.</p> <p>In 2016, SIS Operations found that there were airlines issuing EMD's with bilateral RFIC/RFISC codes and not publishing them on ATPCO. Due to this certain EMDs were failing validation in SIS as these codes were not on the ATPCO list. After further discussion with the IBSOPS WG a decision was taken that airlines could approach SIS Operations directly to add these bilateral codes in the SIS master.</p> <p>However, increasing use of bilateral RFIC/RFISC codes has caused disruptions in the invoice submission process which causes the files to fail, and the airlines then have to report the codes to the SIS Operations team to update the masters. A paper was put forward in SIS GM 11 and the industry voted to relax this validation.</p> <p>With this change, the above validations are discontinued, and SIS will perform a basic validation on the RFIC/RFISC values to ensure blank values are not submitted:</p> <ol style="list-style-type: none"> <li><b>Reference Field 1 (RFIC)</b> should be one alpha-numeric character [0 to 9, or A to Z]. Lower case [a to z] is not valid.</li> <li><b>Reference Field 2 (RFISC)</b> should be three alpha-numeric character [0 to 9, or A to Z]. Lower case [a to z] is not valid.</li> </ol> <p><b>Billing Categories:</b></p> <p>This change is applicable for <b>Passenger</b> Billing Category.</p> <p><b>Changes IS-WEB:</b> N/A</p> <p><b>Changes - Input Files:</b> N/A</p> <p><b>Changes - Output Files:</b> N/A</p> <p style="text-align: right;"><a href="#">Back To Top ↗</a></p>
-------------------------------	--	--





<p><a href="#">SIS-29</a></p>	<p><b>MISC Dispute Enhancements</b></p>	<p><b>Description:</b></p> <p>Currently, the system displays the action icon of 'Initiate Dispute' for all invoices regardless of whether the time limit for initiating a dispute has passed or not.</p> <p>With this enhancement, the action icon of 'Initiate Dispute' displays for the invoice only if the Time Limit to raise the dispute has not expired. This change also introduces new search options in the 'Manage Disputes' screen to search for a dispute based on the:</p> <ul style="list-style-type: none"> <li>• 'Charge Category'</li> <li>• 'User's Email Address'</li> </ul> <p>Please refer to <a href="#">Appendix B</a>.</p> <p><b>Billing Categories:</b></p> <p>This enhancement is applicable for <b>Miscellaneous</b> Billing Category.</p> <p><b>Changes IS-WEB:</b></p> <ul style="list-style-type: none"> <li>➤ In the Search Results of all following screens, the system displays the action icon of 'Initiate Dispute' for invoices that can be disputed:             <ul style="list-style-type: none"> <li>○ MISC Receivables 'Manage Invoice / Document Package'</li> <li>○ MISC Payables 'Invoice / Document Package Search'</li> <li>○ MISC Payables 'View Daily Bilateral Invoices / Document Packages'</li> <li>○ MISC 'Billing History and Correspondence'</li> </ul> </li> <li>➤ In the MISC 'Manage Disputes' screen, two new search criteria fields             <ul style="list-style-type: none"> <li>○ 'Charge Category' of a disputed invoice</li> <li>○ 'User's Email Address' that is matched against any email address fields in the 'Dispute Header':                     <ul style="list-style-type: none"> <li>▪ The email address of 'Dispute Owner'.</li> </ul> </li> </ul> </li> </ul> <p style="text-align: right;"><a href="#">Back To Top ↗</a></p>
-------------------------------	---	---



		<ul style="list-style-type: none"><li>▪ 'To Email ID(s)</li><li>▪ 'Additional Email ID(s) pertaining to Initiator'</li><li>▪ 'Additional Email ID(s) pertaining to non-Initiator'</li></ul> <ul style="list-style-type: none"><li>○ These two fields will also be shown in the search results.</li></ul> <p><a href="#">Changes - Input Files</a>: N/A</p> <p><a href="#">Changes - Output Files</a>: N/A</p> <p style="text-align: right;"><a href="#">Back To Top ↗</a></p>
--	--	---

## Appendix A – SIS-21: Bulk Correspondence Processing

### Annexure 1: New user permission sets

#	SCREEN	NEW BUTTON	NAME OF NEW USER PERMISSION ASSIGNMENT
1.	<b>PAX</b> Billing History and Correspondence	'Bulk Reply'	Pax.BillingHistory.DraftCorrespondence
2.	<b>PAX</b> Billing History and Correspondence	'Bulk Authorize'	Pax.BillingHistory.GrantAuthorityToBill
3.	<b>PAX</b> Billing History and Correspondence	'Bulk Send'	Pax.BillingHistory.SendCorrespondence
4.	<b>CGO</b> Billing History and Correspondence	'Bulk Reply'	Cgo.BillingHistory.DraftCorrespondence
5.	<b>CGO</b> Billing History and Correspondence	'Bulk Authorize'	Cgo.BillingHistory.GrantAuthorityToBill
6.	<b>CGO</b> Billing History and Correspondence	'Bulk Send'	Cgo.BillingHistory.SendCorrespondence
7.	<b>MISC</b> Billing History and Correspondence	'Bulk Reply'	Misc.BillingHistory.DraftCorrespondence
8.	<b>MISC</b> Billing History and Correspondence	'Bulk Authorize'	Misc.BillingHistory.GrantAuthorityToBill
9.	<b>MISC</b> Billing History and Correspondence	'Bulk Send'	Misc.BillingHistory.SendCorrespondence



Annexure 2: New Buttons for Bulk Processing of Correspondences- Passenger Category

**Correspondence Search Criteria**

\* From Date: 03-Apr-18      \* To Date: 03-Oct-18      Member Code:      Correspondence Owner: All      Correspondence Initiating Member: Either

Correspondence Ref. No.:      \* Correspondence Status: All      Correspondence Sub Status: All      Authority To Bill: All      Number Of Days To Expiry:

Source Code:

**Search** **Clear**

**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"/>			28-Jun-2018	08380008667			838	6			Expired	Received	0	NA	USD 103.45
<input type="checkbox"/>			28-Jun-2018	00410007060			041	6			Expired	Received	0	NA	USD 321.30
<input type="checkbox"/>			28-Jun-2018	08380008674			838	6			Expired	Received	0	NA	USD 379.94
<input type="checkbox"/>			28-Jun-2018	08380008675			838	6			Expired	Received	0	NA	USD 190.67
<input type="checkbox"/>			28-Jun-2018	08380008676			838	6			Expired	Received	0	NA	USD 248.00

Page 1 of 971      5      View 1 - 5 of 4,852

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



Annexure 3: New Buttons for Bulk Processing of Correspondences- Cargo Category

Search
Clear

**Correspondence Search Criteria**

* From Date: 03-Apr-18	* To Date: 03-Oct-18	Member Code: <input type="text"/>	Correspondence Owner: All	Correspondence Initiating Member: Either
Correspondence Ref. No.: <input type="text"/>	* Correspondence Status: All	Correspondence Sub Status: All	Authority To Bill: All	Number Of Days To Expiry: <input type="text"/>

Search
Clear

**Search Results**

	Actions	Transaction Type	Transaction Date	Transaction No.	Invoice No.	Member Code	Rejection Stage	Reason Code	Correspondence Status	Correspondence Sub Status	Number Of Days To Expire	Authority To Bill	Transaction Amount
No records to view													

Page 1 of 0
5

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



Annexure 4: New Buttons for Bulk Processing of Correspondences- Miscellaneous Category

**Correspondence Search Criteria**

* From Date: 09-Sep-22	* To Date: 09-Mar-23	Member Code: <input type="text"/>	Correspondence Owner: All	Correspondence Initiating Member: Either
Correspondence Ref. No.:	* Correspondence Status: All	Correspondence Sub Status: All	Authority To Bill: All	Number Of Days To Expiry:
Charge Category: Please Select				

**Search** **Clear**

**Search Result**

<input type="checkbox"/>	Actions	Transaction Date	Transaction No.	Member Code	Billing/Billed Member's Location ID	Charge Category	Rejection Stage	Correspondence Status	Correspondence Sub Status	Number Of Days To Expire	Authority To Bill	Transaction Amount
No records to view												

Page 1 of 0    5

**Bulk Reply**   **Bulk Authorize**   **Bulk Send**

Annexure 5: New 'Bulk Reply' Popup for Bulk Processing

### Bulk Reply

\* Correspondence Text:

Formatting Controls

Save
Send
Ready to Submit
Back

**Add/Remove Attachments**

**Select a File to Upload**

Choose File

Add Attachments

**Attached Files List**

Action	File Name	File Size (KB)	Upload/Link Timestamp (UTC)	Uploaded By
✘	SPA.pdf	88.97	10-Nov-18 12:06:50 PM	John Smith
✘	SPA - Part 2.pdf	92.65	10-Nov-18 12:07:03 PM	John Smith



Annexure 6: New 'Bulk Authorize' Popup for Bulk Processing

### Bulk Authorize

\* Correspondence Text:

Formatting Controls

Save
Send
Ready to Submit
Back

**Add/Remove Attachments**

**Select a File to Upload**

Choose File
No file chosen

Add Attachments

**Attached Files List**

Action	File Name	File Size (KB)	Upload/Link Timestamp (UTC)	Uploaded By
✖	SPA.pdf	88.97	10-Nov-18 12:06:50 PM	John Smith
✖	SPA - Part 2.pdf	92.65	10-Nov-18 12:07:03 PM	John Smith

## Appendix B – SIS-29: MISC Dispute Enhancements

**Manage Disputes**

**Search Criteria**

* From Date: 26-Oct-22	* To Date: 25-Apr-23	Member Code: [ ]	Dispute Owner: All	Dispute Initiating Member: Either	Aggregated Members: [ ]
Disputed Invoice number: [ ]	Dispute Reference Number: [ ]	Dispute Status: All	Dispute Sub Status: All	Search Disputes of Aggregated Members: <input type="checkbox"/>	
Charge Category: Please Select	User's Email Address: 10565				

New Search Criteria fields added in this enhancement



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