



**ANNEX 1 - e-Invoicing Order Form**

**INTERNATIONAL AIR TRANSPORT ASSOCIATION** an association incorporated by Special Act of the Parliament of Canada, with its head office at 800 Rue du Square-Victoria, SS1-35, Montreal, Quebec, Canada, H3C 0B4 ("IATA").

[Entity name] \_\_\_\_\_  
with registered office in \_\_\_\_\_  
[Entity headquarters office location] \_\_\_\_\_  
represented by [Person – Title], \_\_\_\_\_, ("Beneficiary").

(Each a "Party" and collectively, the "Parties").

**PREAMBLE**

[Entity name] \_\_\_\_\_  
is a legal entity of [Country] \_\_\_\_\_ nationality,  
registered for VAT purposes in [Country] \_\_\_\_\_,  
in [VAT registered number] \_\_\_\_\_ regarding the Fiscal Code.

Whereas the Parties have entered into an AGREEMENT FOR SIS PARTICIPATION dated DD.MM.YYYY (hereinafter referred to as "Agreement").

The Parties hereby declare that they desire to implement and comply with the invoicing procedure which is the subject of this contract (hereinafter referred to as the "Contract").

Unless otherwise stated, all provisions from the Agreement for SIS participation (including the Personal Data and the EU Standard Contractual Clauses) apply to this Annex 1.

**IN CONSIDERATION OF THE FOREGOING**, today [Date] \_\_\_\_\_, the Parties have entered into this Contract, under the following terms of cooperation:

**I. Object of the Contract**

1. Starting from [Date] \_\_\_\_\_, IATA shall have the right to issue invoices in the name and on behalf of [Entity name] \_\_\_\_\_.

2. [Entity name] \_\_\_\_\_, declares and confirms by signing the Contract that it expressly authorizes IATA to issue invoices in the name and on behalf of [Entity name] \_\_\_\_\_, and furthermore, undertakes not to issue invoices for operations for which it has authorized IATA to issue invoices in its name and on its behalf.

3. Invoices shall be drawn up by IATA in accordance with the methodological rules and/or instructions issued in application of the provisions of the Country/Countries indicated in Section 5.3.

4. IATA undertakes to make available to the tax authorities the invoices issued on behalf and on account of the Beneficiary [Entity name] \_\_\_\_\_ without any delay, whenever requested.

The Beneficiary undertakes to notify the competent tax authority of the implementation of the invoicing procedure regulated by the Contract at least thirty **(30) days** before implementing it, attaching this Contract to the notification.

5. The Beneficiary undertakes to provide IATA with any information regarding changes to the tax identification data necessary to issue the invoice based on legal provisions (including, but not limited to, registration code for VAT purposes, name, legal form, registered office, trade register number, sole registration code), as well as the contact data (correspondence address and e-mail address) immediately upon their occurrence, so that IATA can issue the invoices with accurate information.

## **II. Duration of the Contract**

1. This Contract shall enter into force on the date of signature and shall remain valid until the date of its termination by mutual agreement of the Parties or the termination date of the Agreement. This Contract is subject to automatic renewal and will be terminated in accordance with the terms of the Agreement.

2. Notwithstanding any other terms, IATA and the Beneficiary have the right to terminate this Contract for convenience by providing at least thirty (30) days written notice to the other Party.

## **III. Miscellaneous**

1. Upon signature, the terms and conditions of the Agreement are incorporated into this Contract and shall apply. In the event (i) of conflict between the terms of the Agreement and the Contract, the former shall prevail, except where the Contract indicates that a particular term has been modified or does not apply and (ii) any of the contractual clauses becomes null and void or unenforceable, the other contractual clauses remain valid.

2. The Beneficiary shall be responsible for any obligations regarding the management of financial-accounting documents as per applicable law and regulations.

3. The Parties agree that any disputes relating to the interpretation and application of this Contract shall be settled amicably. If such an amicable solution is not possible, the dispute shall be resolved in accordance with the dispute resolution mechanism set forth in the Agreement.

4. Any amendment to this Contract shall be made by an addendum signed by the Parties.

5. Country Tax Code. Please indicate the country for the required service with note that this service is subject to jurisdictional constraints and is applicable solely within specific countries as dictated by relevant legislative frameworks. The technical and legal requirements for e-Invoicing differ from country to country.

5.1. By default, subscribing for e-Invoicing enables the submission of all SIS invoices for the specific country indicated under Section 5.3.

5.2. Additionally, please indicate also if the service is required to be implemented for BSP and / or CASS for e-Invoicing and e-Reporting. For CASS please also refer to the self-subscription form in CASS Link.

5.3.

<b>Country Name 1</b>		
<b>Effective date SIS</b>		<b>Effective date</b>
<b>Applicable to BSP / CASS</b>	<b>ON/OFF</b>	<b>Sales Month</b>
BSP	ON <input type="checkbox"/> OFF <input type="checkbox"/>	
CASS	ON <input type="checkbox"/> OFF <input type="checkbox"/>	
<b>Applicable to Simplified Invoices (B2C)</b>	<b>ON/OFF</b>	<b>Start Date</b>
Simplified Invoices	ON <input type="checkbox"/> OFF <input type="checkbox"/>	
<b>Country Name 2</b>		
<b>Effective date SIS</b>		<b>Effective date</b>
<b>Applicable to BSP / CASS</b>	<b>ON/OFF</b>	<b>Sales Month</b>
BSP	ON <input type="checkbox"/> OFF <input type="checkbox"/>	
CASS	ON <input type="checkbox"/> OFF <input type="checkbox"/>	
<b>Applicable to Simplified Invoices (B2C)</b>	<b>ON/OFF</b>	<b>Start Date</b>
Simplified Invoices	ON <input type="checkbox"/> OFF <input type="checkbox"/>	

5.4. For Simplified Invoicing (B2C) only, please select one of the following options for your choice of configuration for distributing B2C invoices by email.

- Invoices will be emailed to the recipient via the SMTP server of the entity
- Invoices will be emailed to the recipient using the Sub Domain provided by the entity (add Sub-Domain name \_\_\_\_\_)
- Invoices will be sent back by SIS and emailed to the recipient by the entity

**Important:** It is the responsibility of the entity and not IATA to monitor bounce backs of emails.

6. If a token is required, IATA shall not bear responsibility for the token's renewal on behalf of the other party.



## ANNEX 1 - e-Invoicing Order

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By signing this Contract, the Beneficiary agrees to be bound by the terms of the Agreement and the Contract which together shall govern the access and use of the Service and Additional Services (as applicable).

Entity name:

Headquarters Address:

Legal Representative Name:

Title:

Signature:

Date:



## ANNEX 1 - e-Invoicing Order

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FOR INTERNATIONAL AIR TRANSPORT ASSOCIATION ONLY:

Name:

Adina Minculescu

Title:

Head, Invoicing Services, GDC

Signature:

Date: