



IATA Clearing House

Switching from Web Claims to Web F12 claims transmission option

If you are an IATA Clearing House Web Claims user, you can switch over to the Web F12 claims transmission option at any time. The Web F12 option allows airlines to upload one file per clearance that contains all the Invoice information, without having to manually enter this information.

The process for switching to the F12 option is as follows:

1. Please consult the following link which contains the Web F12 File Specifications:
http://www.iata.org/ps/services/clearinghouse/web_application.htm
2. The Web F12 File Specifications contain information that will help build an F12 file according to the format compatible with the ICH application. Your IT department needs to build a data extraction program, enabling data to be exported from your accounting system into the F12 file.
3. Once you have an extracted F12 file that meets with Web F12 file specifications outlined in the document, you can then contact the IATA Clearing House to arrange for a test session. Please email ichsystems@iata.org when you are ready to commit to a test. Test Sessions run from the 23rd of the month and end on the 15th of the following month.
4. A test consists of entering your claims as you usually do as a live user via the "Web-Claims" option on the live site, and parallel to that, you will be required to transmit your Web F12 file to the Clearing House for Verification via the Test Website. There are no fees involved in testing.
5. Once you have successfully completed a test you will be advised of such and will then be eligible to send a Web F12 file to the Clearing House as of the next clearance.

If you have any questions please do not hesitate to contact ichsystems@iata.org