

9th Oct 2023

AAI/CHQ/CB&PS/2023-24/1437

To
Interglobe Aviation Ltd (IndiGo Airlines)
Ground Floor, Central Wing Thapar House
1/24, Janpath, New Delhi – 110001

Subject: Roll-Out of Automated UDF Invoicing in respect of Interglobe Aviation Ltd (IndiGo Airlines) wef 1st Fortnight of Oct 2023.

Dear Sir/Madam,

Greetings from Airports Authority of India!

In order to bring transparency, efficiency and reporting in invoicing, Collection and Accounting AAI has introduced Centralised Billing & Payment System since 1st of April 2023. To continue this endeavour, we have the pleasure in intimating you that a POC has been successfully undertaken with IndiGo Airlines, wherein the Passenger Data on PAN India basis Airport-wise was pushed through IndiGo Servers using SFTP to AAI Servers and data was consumed for automated invoicing of UDF Charges.

As per AAI management's vision to automate the processes of raising of invoices without any human intervention, now it has been decided by the Competent Authority to replicate the Automated data gathering of Passengers in respect of IndiGo Airlines, to start with, considering their PAN India presence and voluminous flight movements. Based on the automated passenger data provided by IndiGo, AAI system will consume the data and process the UDF Invoices on PAN India Basis which would then be made available to IndiGo Airlines through automatic dunning process and also would be displayed through IDG Portal so that Airlines would be able to settle the same using dynamic VAN, which eventually will be taking care of accounting aspects in ERP SAP.

In our consistent endeavour to provide Suvudha to Airlines and also to make system transparent and accessible not only to the Airlines, the information regarding Passenger Data Collection, Invoicing is available through customer friendly Invoicing Data Gateway (IDG) of AAI at <https://aimsidg.aai.aero/idg/IDG/Login.jsp> for the Airlines.

In view of this, henceforth from 1st FN of Oct 2023, IndiGo is requested to submit Passenger data for UDF Billing at CHQ level. However, the Passenger Manifest for operational requirement shall continue to be submitted by Airline at local level ie at the Airport Level as per existing practice. Accordingly, necessary instructions may kindly be given by IndiGo to all the concerned officials at the Airport.

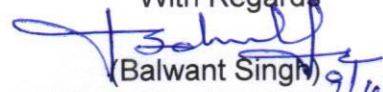
Detailed SOP clearly specifying the roles and responsibilities along-with process flow is also attached for kind information and strict compliance.

IndiGo Airlines is requested to use this new facility with effect from 1st Fortnight of Oct 2023 billing onwards, so that UDF Billing & Realisation processes are automated.

Your cooperation in the matter is highly appreciable.

Thanking you,

Encl: as above

With Regards

(Balwant Singh)
General Manager (Finance)
Revenue and CB&PS
9/10/2023

SOP FOR CENTRALISED UDF BILLING WEF 1st FN of Oct 2023

1. IndiGo shall share Pax data PNR wise through SFTP.

Frequency: Data transfer shall be Fortnightly on 00:00 Hrs at T+2 date

For Example: 1st FN Oct 2023 by 18th Oct 2023 00:00 Hrs.

File Name: Batch File Name shall contain ICAO_IGO_YYYY_MMM_FN01.xlsb

For Example Vadodara VABO_IGO_2023_OCT_fn01.xlsb

Once Uploaded and not consumed, the file can be reuploaded within 24 Hrs ie 19th Oct 2023 00:00 Hrs in this instance.

Once the file is consumed, the final Confirmation report in IDG/Email will be available to the Airlines based on which final UDF Bill will be raised. In case of any deviation after the report is consumed the airlines can substantiate over / under billing within 2 months which will be reconciled with the substantiated proof duly certified by their Statutory Auditors based on which after validating the facts, AAI will issue Debit/Credit Note as applicable.

2. Indian Standard Time shall be applied for all Calculation purposes.

3. For any Debit/Credit Note Raising: Shall be applied through IDG.

4. Debit Note:

In case of Debit Note raised by AAI, Passenger details for additional Passengers shall be shared along with AAI-17 with Pax data by AAI.

5. Credit Note:

In case of Credit Note Claimed by IndiGo, Statutory Auditor Certified Passenger Details shall be shared by IndiGo to claim by 2 months of the end of the Fortnight. For ex. 1st Oct.2023-15th Oct 2023 shall be Claim for Credit Note shall be submitted on or before 15th Dec 2023.

6. Quarterly Statutory Auditor Certificate on Passenger Declaration:

IndiGo should submit Statutory Auditor Certificate on Passenger Declaration on Quarterly Basis within 2 months of the end of the Quarter. Ie For 1st Oct 2023 – 31st Dec 2023, Q3, Statutory Auditor Certificate on Passenger Declaration shall be submitted on or before 29th Feb 2024.

7. Disclaimer:

The passenger Data shared by IndiGo shall be exclusively used only for the purpose of Revenue Billing.



8. Additional Roles & Responsibilities of IndiGo

- A. Airlines to intimate any new Routes / airports being operationalised/discontinued atleast 15 days before commencement/operationalisation/discontinuation of the New Routes.
- B. Fleet updation/upgradation shall be intimated by Airlines atleast 15 days before the operations by the New Fleet.
- C. Change frequency of sharing as per AAI Billing Periodicity. Presently Fortnightly basis.
- D. In case, if Airline fails to submit Pax Data within agreed timelines ie T+2, AAI shall raise UDF Invoices based on maximum seating capacity as per Fleet Master maintained by AAI as per the frequency operated by the Airlines in the previous fortnight.

9. Responsibilities of AAI:

- To ensure timely raising of the UDF bills
- To ensure correctness of the UDF bills
- To ensure timely realisation of the UDF bills
- To ensure proper accounting and maintenance of the ledger as per the statutory requirements
- To ensure new airport addition in Airport Master.


9/8/23