



Welcome Aboard!

Dear Air Canada Supplier,

Air Canada's ambition is to be a leading global carrier in everything we do. It is with this objective in mind that Air Canada has been on a journey to digitally transform its procurement function. Air Canada believes that simpler, effective, and more accurate transactions are obtainable through an end-to-end, digital procurement transformation. Our plan is to achieve this through the optimal deployment of leading procurement practices using technology, process improvements, and a paperless environment.

Air Canada is therefore implementing a suite of **SAP** modules to enhance its procurement capabilities. This will make procurement faster, easier, and more accurate, not only for us at Air Canada but also for our suppliers. We are expanding our **SAP** platform which currently uses Invoice Management, to include purchase orders sent via the **SAP** Network.

As we deploy the **SAP** solution progressively, you will receive instructions from Air Canada regarding transacting on the **SAP Business Network**.

Starting February 2020, Air Canada will gradually begin to conduct business exclusively on the **SAP Business Network** and your full compliance is necessary as we will be processing purchase orders and invoices accordingly. Procurement activities and transacting documents via the **SAP** Network will become a standard method of doing business at Air Canada.

There are many benefits for suppliers using the **SAP** Network with Air Canada, some of which include:

- Real-time PO delivery
- Use of online catalogs
- Invoice automation via the 3-way match process
- Visibility to PO and payment information
- Driving efficiency in our daily interactions through electronic transactions resulting in simpler and accurate invoicing and payment activities
- Business growth opportunities

There are no fees for suppliers joining the **SAP Business Network** on a standard account. However, for those suppliers with larger volumes of transactions and spend, an option to upgrade their **SAP** account is available for a fee.

Thank you for your continued support and business. We believe that our expanded use of the **SAP** platform will strengthen our relationship with valued suppliers and allow for more robust collaboration and purchasing. If you are not the correct recipient or have questions, please contact the Air Canada Supplier Enablement Team at supplierdesk@aircanada.ca



A handwritten signature in black ink, appearing to read "Gilles Neron".

Gilles Neron
Vice President – Strategic Procurement & CRE