QUICK SUPPLIER ENABLEMENT GUIDE

February 2024

Supplier Enablement for NEW US-CANADIAN Suppliers – SUBMITTING AN INVOICE FOR THE FIRST TIME

Overview: Being set up in SAP Ariba is as easy as 1-2-3

1 Complete Request Form

Click **Register Now**

In 'Get ready to transact' select "YES" on the form to receive the supplier Questionnaire. This will allow you to submit an invoice to Air Canada
If you select "NO", you will not be able to send an invoice

Submit form

Air Canada Supplier Desk reviews and approves request form
`24 hrs.`

You will receive a Questionnaire via email from SAP Ariba
`24 hrs.`

2 Complete Questionnaire

Respond "Yes" to section 1.1 to create remittance information for payment
If you select "No" to section 1.1, payment cannot be issued to you

Submit Questionnaire including all banking information

Air Canada Accounting will create your vendor profile in the Air Canada backend finance tool
`5 days`

Supplier Desk will enable you on SAP Ariba
`5 days`

3 Invoice Air Canada

Once enabled, you will receive an email from Supplier Desk with guides and links to help you navigate in Ariba

You will have access to the **Supplier Information Portal (SIP)**, a library of resources including videos and supplier guides

You can receive and request assistance by completing this form.

⚠ Critical supplier action   `Processing Time`

Detailed Instructions

Being set up in SAP Ariba is as easy as 1-2-3

1   ## Complete Request Form

Go to this link to: **register your business** .

Click on **Register Now** and fill out the Supplier Self-Registration Request Form*.

Get ready to transact

If Air Canada is your new customer, providing your remittance information is the first step of your enablement process to start transacting with us.

Did your company submit or will soon be submitting an invoice for goods or services to Air Canada for the first time? *   ● Yes   ○ No

Respond "YES" on the request form if you need to submit an invoice to Air Canada.

Get ready to transact

If Air Canada is your new customer, providing your remittance information is the first step of your enablement process to start transacting with us.

Did your company submit or will soon be submitting an invoice for goods or services to Air Canada for the first time? *   ● Yes   ○ No

Air Canada Contact Name *

Air Canada Contact Email Address *

What is the invoice date? *   MM/DD/YYYY

What is the invoice number? *

What is the frequency of your invoicing activity with Air Canada? *

Please attach a copy of the invoice. *   Upload File

We will send you a Supplier Registration Questionnaire to collect remittance information to enable invoice payments.

Complete and submit form.

Air Canada Supplier Desk team reviews and approves request form.

You will receive a Questionnaire via email from SAP Ariba.
Email will come from SUPPLIER DESK <s4system-prod+aircanada.Doc4096425078@ansmtp.ariba.com>

Note: If you answer 'NO' and submit, **your record may only exist in our database for sourcing events, not invoicing.**

2 Complete Questionnaire

To create your account and link it in our system we will send you a **2-part Questionnaire** via email (from SAP Ariba).

Part A includes Air Canada's *Supplier Code of Conduct* (SCC) and other terms and conditions.
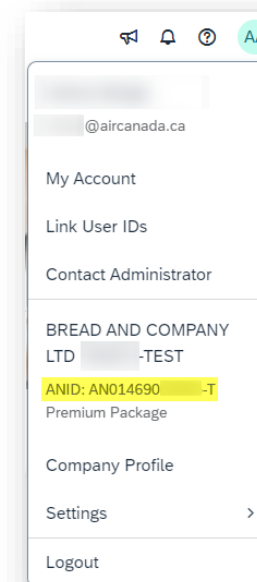
Part B you must respond **"YES" (default) to question 1.1 if you need to invoice Air Canada**. Provide your banking information so that payment can be issued.

All Content	
Name ↑	
▼ 1 Information about this Registration Questionnaire and instructions	Less... −
This questionnaire has two parts:	
1. **Part A - Supplier Registration** gathers general information about your company.	
2. **Part B - Supplier Enablement** collects remittance information to enable payment to you. This information is required if your company is a new supplier to Air Canada and has issued or will soon be issuing an invoice to us for the first time.	
Keep your questionnaire up-to-date: Click the **Revise Response** button if answers need to be updated after the questionnaire was submitted.	
1.1 Did your company submit or will soon be submitting an invoice for goods or services to Air Canada for the first time?	* Yes ⌄
▶ 2 **Terms and Conditions**	
▶ 3 **Basic Information**	
▶ 4 **Part A - Supplier Registration**	
▶ 5 **Part B - Supplier Enablement**	Less... −
Remittance information submitted must be for the company named in question 3.1 of this questionnaire.	
(*) indicates a required field	

Completion of **Part B** sends your banking information to Air Canada's Accounting team. They create your vendor ID in our ERP system.

Next step is SAP Ariba enablement by Air Canada Supplier Desk.

Once enabled, you will receive instructions via email to start submitting your invoices on SAP Ariba. This will include PDF and video guides.

Note: If you already have an SAP Ariba Account, please send us your **ANID#** (SAP Ariba Network ID number) so we can establish a trading relationship. Your **ANID#** can be found on your profile.

@aircanada.ca

My Account

Link User IDs

Contact Administrator

BREAD AND COMPANY
LTD   -TEST
ANID: AN014690   -T
Premium Package

Company Profile

Settings

Logout

3 Invoice Air Canada

Once enabled, you are ready to submit your first invoice.

To help you with this process, here are 3 videos and PDF links to guide you, depending on the type of invoice you are submitting.

Buying Channel	Description	Video Tutorial	PDF Guide
CONTRACT INVOICE *AC has instructed you to submit your invoice against a contract ID (Cxxx)*	**Supplier guide on how to create an invoice against a Contract**	▶	📄
PO INVOICE *AC has sent you a PO via SAP Ariba*	**Supplier guide on how to invoice an Air Canada PO**	▶	📄
NON-PO INVOICE *When an AC contract or Ariba PO is not required/provided*	**Supplier guide on how to create a non-PO invoice**	▶	📄

Here is the link to access the [Supplier Information Portal](), your library of resources, which includes videos and documents to help you navigate on SAP.