

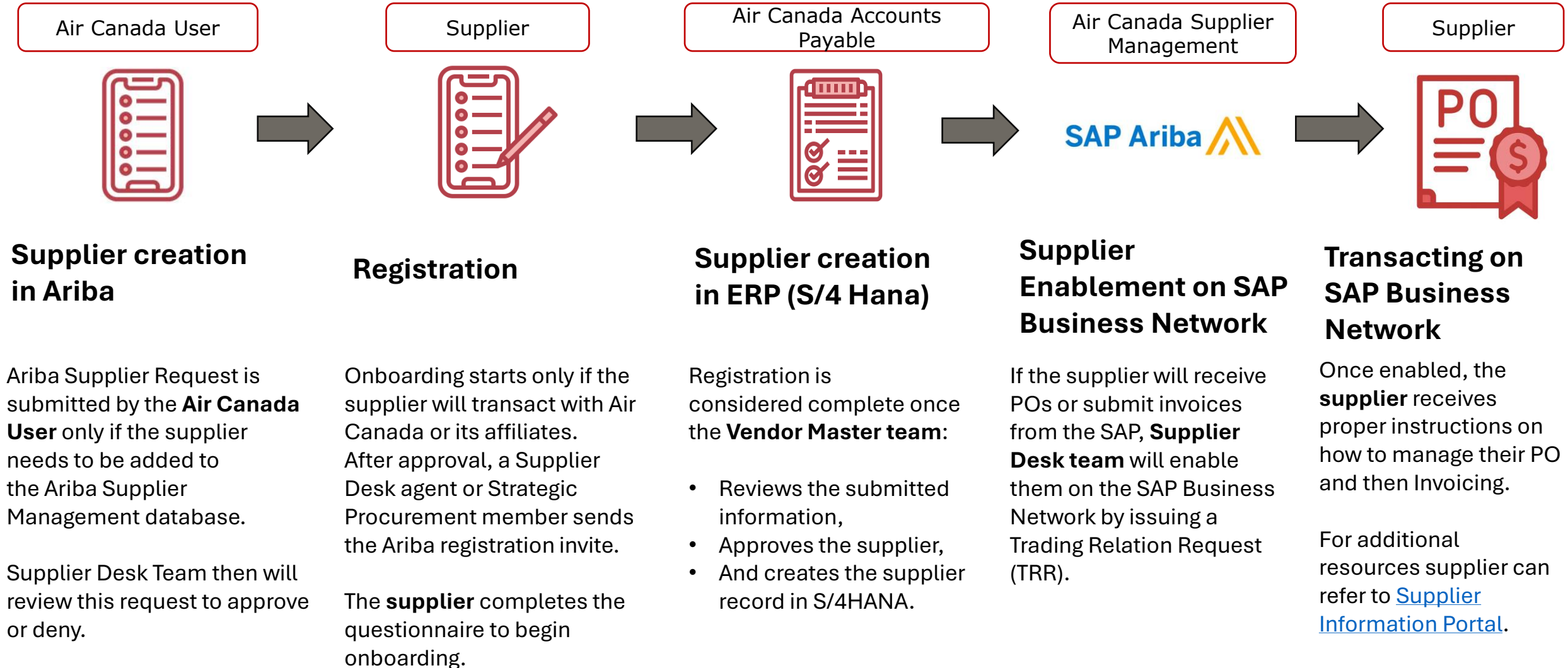


REGISTRATION AND ENABLEMENT GUIDE

September 2025

New Supplier Creation, Registration and Enablement Process

* This process applies to Air Canada/Air Canada Rouge/Trans-Canada Capital and Aeroplan suppliers.



Detailed Instructions



1 Internal requestor creates and submits a Supplier Request

Supplier's Air Canada contact needs to create a Supplier Request in order to add their supplier to the Ariba Supplier Management database.

The Air Canada Supplier Desk team will:

- Review the request,
- Verify if the supplier profile already exists in the database,
- Approve and add the supplier if necessary.

This review and approval process can take 1-2 business days.

Exception:
Creation of new
Cuba-based
suppliers must be
requested in
ServiceNow*
accompanied by a
completed
ACF460B form.

Below is the guide on how to create a Supplier Request. **This request must be submitted by an Air Canada employee.**

The screenshot displays the Ariba Supplier Management interface. At the top, there are tabs for HOME, CONTRACTS, SUPPLIER MANAGEMENT, and MORE... The 'Create' dropdown menu is open, showing options like Analytical Report, Compound Report, Contract Request (Procurement), Contract Workspace (Procurement), Customer, Guided Sourcing Project, Guided Sourcing Request, and Knowledge Project. The 'Supplier Request' option is highlighted. A callout box points to the 'Create' dropdown menu with the text: '1. Select the **Create** dropdown menu.' Another callout box points to the 'Supplier Request' option with the text: '2. Select **Supplier Request**.' A third callout box points to the 'Supplier Request' option in the 'Common Actions' section with the text: 'Alternatively, you can also create a supplier request using the **Common Actions** section.'

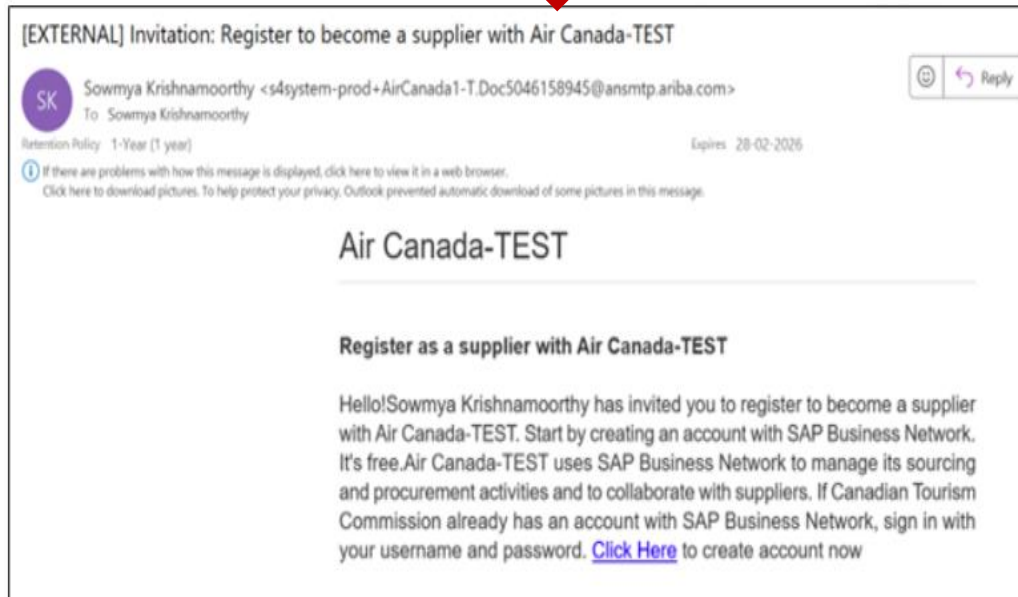


2 Registration

Once a supplier request is approved, a Supplier Desk agent will send an invitation to the supplier to complete a registration. Only suppliers expected to transact with Air Canada or its affiliates will be invited to register. Supplier receives an email, inviting them to register on SAP Business Network. By clicking the link in the email, they are directed to the SAP Business Network page, which offers login or new account creation options. The supplier can link an existing account or create a new one to access and complete the registration questionnaire.

Completing this questionnaire is a mandatory step to begin the onboarding process. It allows us to collect essential information, including the supplier's banking details, to ensure timely and accurate payments.

Invitation email



Questionnaire

Doc5069125719 - Supplier Registration Questionnaire

Time remaining: 1 day 14:42:16

All Content

Name 1

2.2 I acknowledge that I have read and agree to the above Terms and Conditions.

3 Supplier Information

3.1 Company Legal Name (Name as it appears on legal documents and government registries)

3.2 Company Trade or DBA or Operating As name (If same as Company Legal Name, leave blank). (This is the name that customers and clients know your company as)

3.3 Please select the legal status that best applies:

(*) indicates a required field

Submit Entire Response Save draft Compose Message Excel Import

SAMPLE ONLY



3 Vendor Creation

Once the supplier registration is approved, the next step is to create the supplier profile in S/4HANA.

The Vendor Master team will review the supplier's completed questionnaire to ensure all required information is accurate and complete.

Upon successful validation, they will proceed to create a profile in S/4HANA , with the information provided in the questionnaire.

The process of inviting suppliers for registration until creating their profile can take 7-10 business days.

For all new suppliers, the registration must be completed before the first invoice is received.



4

Enablement

If the supplier will receive POs or submit invoices from SAP Business Network, they will be enabled on the SAP Business Network.

The Supplier Desk team will initiate the enablement process with the supplier and provide links and guides.

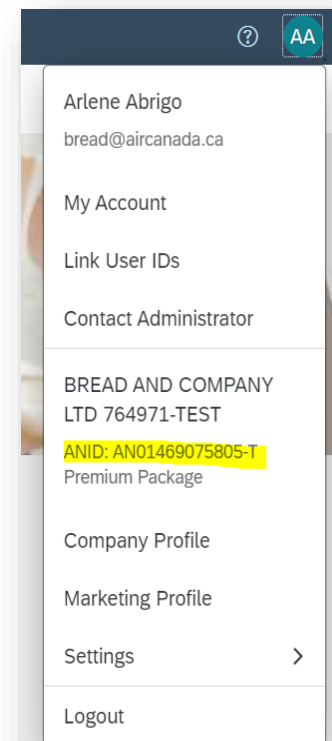
If supplier do not have an SAP Ariba account (no ANID), Supplier Desk agent will send them a link to register on SAP Business Network.

Once their profile is setup, Supplier Desk agent will send a Trading Relationship Request to supplier's Ariba account. If supplier's account setting is on auto acceptance, the TRR will be automatically accepted. If not, supplier should [accept the TRR in their Ariba account](#).

Once a connection is established with their Ariba Network ID (ANID), Air Canada user can start the process of creating a PO for the supplier.

This process can take 1-2 business days.







Note: If the supplier already has an SAP Business Network Account, they can send us their **ANID#** (Ariba Network ID number) so we can establish a trading relationship. The **ANID#** can be found in their account profile, under the account user's name.



5 POs and Invoices

Once enabled, supplier is ready to submit their first invoice or receive their first PO.

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

Buying Channel	Description	Video Tutorial	PDF Guide
PO INVOICE <i>AC has sent supplier a PO via SAP Ariba</i>	Supplier guide on how to invoice an Air Canada PO		
CONTRACT INVOICE <i>Supplier needs to submit their invoice against a contract ID (Cxxx)</i>	Supplier guide on how to create an invoice against a Contract		
NON-PO INVOICE <i>When an AC contract or Ariba PO is not required/provided</i>	Supplier guide on how to create a non-PO invoice		

COMING SOON!

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

