

# AIR CANADA INVOICE REQUIREMENTS



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1. Suppliers must create an Order Confirmation before creating a Ship Notice
  2. Suppliers must create an Order Confirmation for the Purchase Order before creating the invoice
  3. Suppliers cannot confirm more than the amount or quantity stated on the PO
  4. Suppliers are required to include a Remit To address on invoice
  5. Suppliers are allowed to back date invoices for 30 days
  6. Suppliers are allowed to future date invoices for 30 days
  7. Suppliers cannot invoice for an amount or quantity greater than the PO
  8. Suppliers must include Tax ID on invoices
  9. Suppliers must enter taxes at the line-item level; except for HST, taxes must be entered separately e.g. GST + PST