

# Supplier Guide- Update Bill To & Ship To Address, Email Contact & Add Attachment

1. Select the correct **Bill To** from the drop-down list.  
**0000001997:** Air Canada  
**0000001796:** Air Canada Rouge  
**0000001797:** Trans-Canada Capital
2. View/Edit the correct **Ship To** Address.
3. Enter a valid **email contact** of the person from Air Canada/Affiliates who requested/ordered the services/goods from your company. This contact is responsible to code/approve and process your invoice for payment.  
Do not enter your own email address.  
**Air Canada and Aeroplan:** Enter an email with a domain first.lastname@aircanada.ca  
**Air Canada Rouge:** Enter the email contact as: apacrouge@aircanada.ca  
**Trans-Canada Capital Inc :** Enter the email contact as billing@transcanadacapital.com
4. Click the **Add to Header** drop -down list and select **Attachment** to add the invoice copy.
5. If you have any questions do not hesitate to contact the Supplier Enablement Teams via the [Air Canada Supplier Support Request Form](#)

The screenshot displays the Air Canada Supplier portal interface. At the top, a 'Choose Address' dropdown menu is open, showing a list of addresses with '0000001797' selected. To the right, the 'Bill To' address is displayed as '0000001777', '0000001796', '0000001797', and '0000001997'. Below this, the 'Shipping Information' section shows 'Ship From: ARIBA TEST SUPPLIER' and 'Ship To: Air Canada or affiliates, Dorval QC, Canada'. The 'Additional Fields' section includes 'Invoice Document Type: Invoice', 'Supplier Account ID #', 'Customer Reference', 'Supplier Reference', 'Supplier: ARIBA TEST SUPPLIER', 'Winnipeg MB, Canada', 'Bill From: ARIBA TEST SUPPLIER', 'Winnipeg MB, Canada', 'Supplier VAT', 'Supplier VAT/Tax ID: 1219530257', and 'QST Tax ID: 1219530257'. A red box highlights the 'Add to Header' button at the bottom left. Numbered callouts 1 through 4 indicate the steps: 1. Choose Address, 2. View/Edit the correct Ship To Address, 3. Email contact field, and 4. Add to Header button.