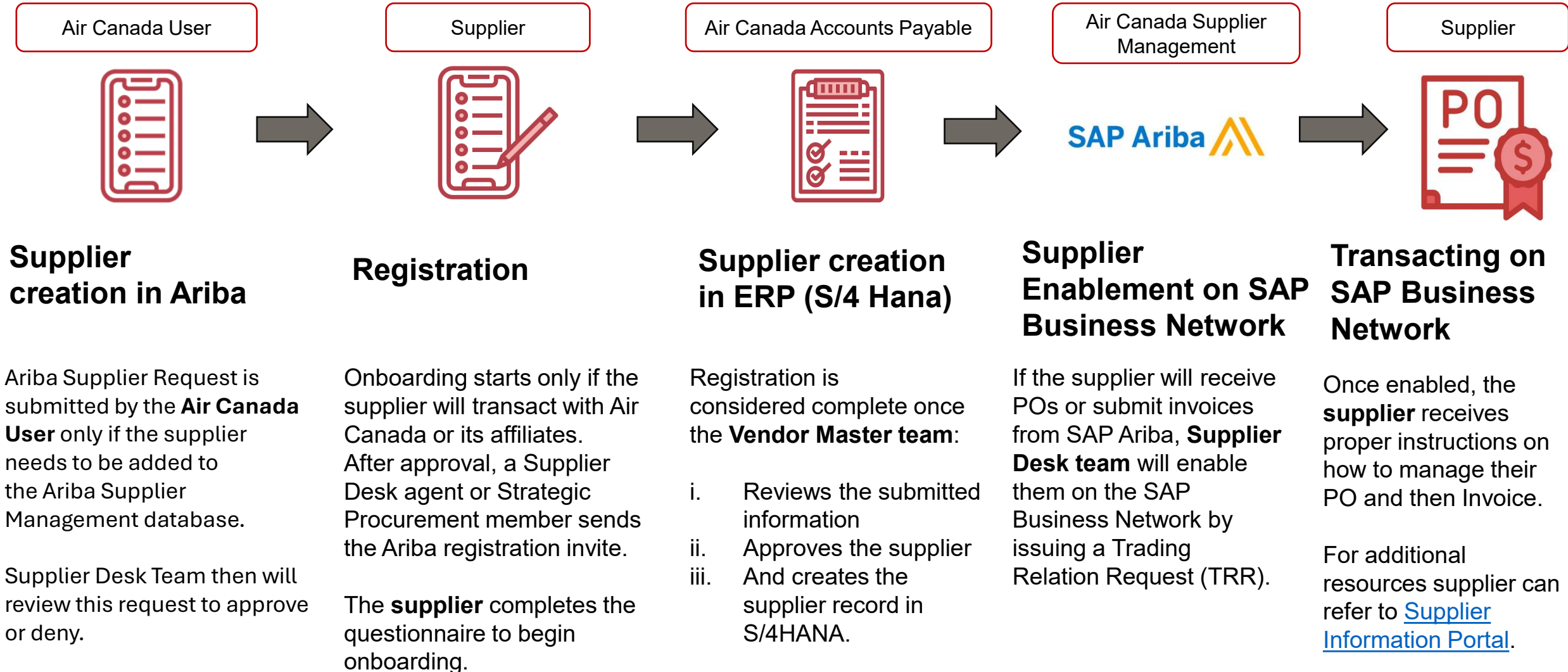# REGISTRATION AND ENABLEMENT GUIDE

September 2025

New Supplier Creation, Registration and Enablement Process

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

Air Canada User	Supplier	Air Canada Accounts Payable	Air Canada Supplier Management	Supplier

Supplier creation in Ariba

Registration

Supplier creation in ERP (S/4 Hana)

Supplier Enablement on SAP Business Network

Transacting on SAP Business Network

Ariba Supplier Request is submitted by the **Air Canada User** only if the supplier needs to be added to the Ariba Supplier Management database.

Supplier Desk Team then will review this request to approve or deny.

Onboarding starts only if the supplier will transact with Air Canada or its affiliates. After approval, a Supplier Desk agent or Strategic Procurement member sends the Ariba registration invite.

The **supplier** completes the questionnaire to begin onboarding.

Registration is considered complete once the **Vendor Master team**:

i.   Reviews the submitted information
ii.   Approves the supplier
iii.   And creates the supplier record in S/4HANA.

If the supplier will receive POs or submit invoices from SAP Ariba, **Supplier Desk team** will enable them on the SAP Business Network by issuing a Trading Relation Request (TRR).

Once enabled, the **supplier** receives proper instructions on how to manage their PO and then Invoice.

For additional resources supplier can refer to Supplier Information Portal.

If you have any questions, please reach out to the Air Canada Supplier Enablement Team via our Supplier Support Request Form.

Detailed Instructions

1   **Air Canada User 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:
1) Review the request
2) Verify if the supplier profile already exists in the database
3) Approve and add the supplier if necessary.

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

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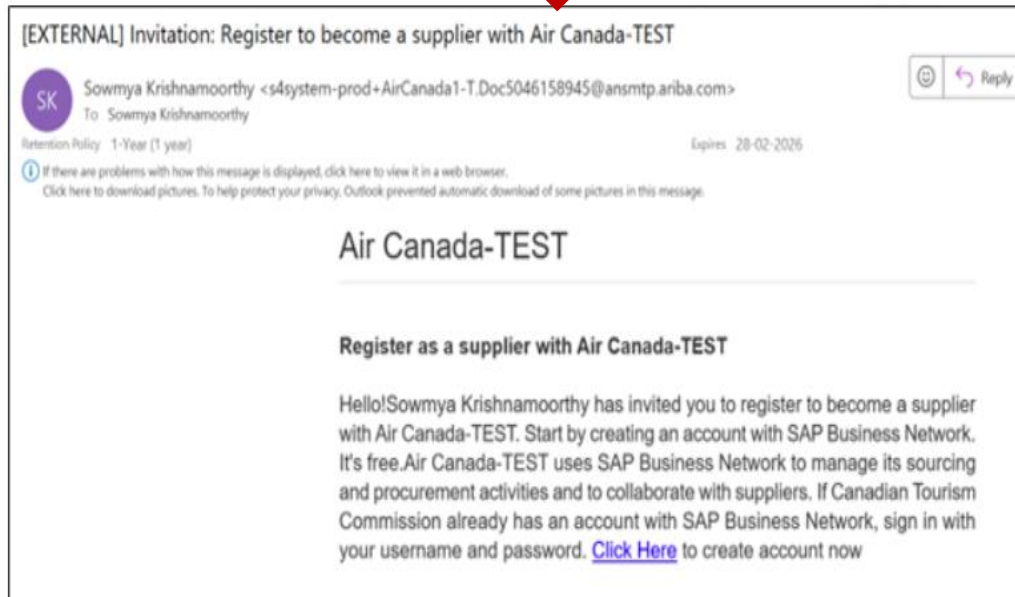
2 Registration

Once a supplier request is approved, a Supplier Desk agent will send an invitation to the supplier to complete a registration. Supplier receives an email, inviting them to register on SAP Business Network (SBN). By clicking the link in the email, they are directed to the SBN 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. Once the supplier has logged into their SAP Business Network account, the registration questionnaire is displayed.

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

3   **Vendor Creation**

Once the supplier registration is approved, the next step is to create the supplier profile in S/4HANAa and capture their banking information.

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 (SBN), they must be enabled on the SBN.

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

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

Once their profile is setup, Supplier Desk agent will send a Trading Relationship Request (TRR) 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 stablished 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.
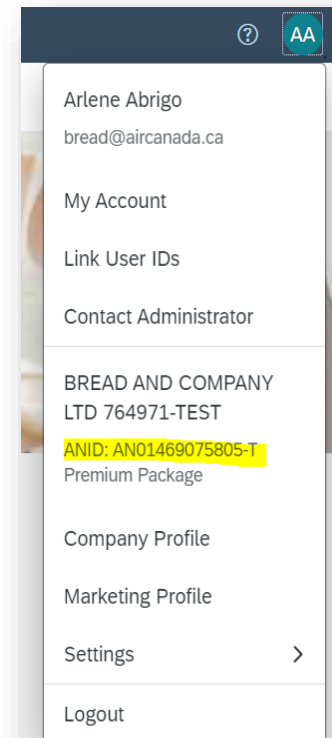
5 POs and Invoices

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 *AC has sent supplier a PO via SAP Ariba*	**Supplier guide on how to invoice an Air Canada PO**	▶	📄
CONTRACT INVOICE *Supplier needs to submit their invoice against a contract ID (Cxxx)*	**Supplier guide on how to create an invoice against a Contract**	▶	📄
NON-PO INVOICE *When an AC contract or Ariba PO is not required/provided*	**Supplier guide on how to create a non-PO invoice**	▶	📄

*Video Tutorials 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.

If you have any questions, please reach out to the Air Canada Supplier Enablement Team via our Supplier Support Request Form.