

# ADD/UPDATE THE REMITTANCE INFORMATION



AIR CANADA

1. Click on your **Initials** at the top-right corner and select **Settings**, then **Remittances**.
2. Under Settlement tab, select **Create** under the EFT/ Check remittances section. If an address already exists, you can select the address and click on **Edit**.
3. Fill all the required fields marked with \*.
4. In the Remittance ID Assignment section ensure your customer is Air Canada and add the **Remittance ID** (provided by Air Canada) in the field.
5. Click **OK**.
6. When finished, click **Save**.
7. Then, select the newly created Remit-To ID from the drop-down options on the **Remit To** field when creating your invoice.
8. If you have any questions, do not hesitate to contact the Air Canada Supplier Enablement Team by completing this [form](#).

**SAP Business Network** Enterprise Account

Home Enablement Integration Discovery Workbench Orders Fulfillment Invoices Payments Catalogs Reports More

Orders and Releases AIR CANADA - TEST Exact match Order number

Overview Getting started

1 Orders to Invoice Last 31 days

2 Orders Last 31 days

0 Items to ship Last 31 days

2 Rejected Invoices Last 31 days

\$0.0 CAD Remittances Last 31 days

My widgets AIR CANADA - TEST Customize

Activity feed All View all

Purchase orders Last 3 months

Invoice Remittances

Electronic Invoice Routing Accelerated Payments

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement

\* Indicates a required field

Set up early payments auto-acceptance rule

EFT/Check Remittances

Address ↑ City

355 Portage Ave Winnipeg

Edit Delete Create 2

Create Remittance Address / Payment Info OK

Add a remittance address. Indicate your preferred payment method for the new address. Then, enter information for customers about payment methods you support. Review your information carefully, since customers use it to send you payments.

Do not enter personal bank account information. Enter only corporate bank details.

\* Indicates a required field

Remittance Address

Address 1:\*

Address 2:

Address 3:

City:\*

State: Alabama (US-AL)

Zip:\*

Country/Region: United States (USA)

Contact: Select contact

Make this address default

Factoring Service ⓘ

Remittance ID Assignment

Customer ↑ Remittance ID

AIR CANADA - TEST

Include Bank Account Information in Invoices.

Invoice Header

Summary

Invoice #:\*

Invoice Date: 12 Jun 2024

Service Description:

Supplier Tax ID: 123456789

Remit To 355 Portage Ave