ACCEPT A TRADING RELATIONSHIP REQUEST

1. Click on your **initials** in the top right corner of your screen.

2. Click **Settings.**

3. Select **Customer Relationships.**

4. Click on **'Pending'**.

5. Select the customer and click **Approve**.

6. Go to the **'Current'** tab to find your current customers.

7. Once completed, click **Close**.

8. If you have been assigned tasks, click **Enablement** from the home page to complete them.

9. If you require further assistance, please do not hesitate to contact Air Canada's Supplier Enablement team by completing this **form**.