

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](#).

The screenshot shows the SAP Business Network interface. At the top right, the user's initials 'KJ' are visible. A dropdown menu is open, showing 'Settings' (2) and 'Customer Relationships' (3). The 'Customer Relationships' section is active, showing 'Pending Customers' (4) and 'Current Customers' (6). A customer 'Air Canada or affiliates' is selected, and the 'Approve' button (5) is highlighted. The 'Current Customers' section shows a table with columns for Customer, Network ID, Relationship Type, Approved Date, Supplier Information Portal, Routing Type, and Actions. The 'Enablement Tasks' section is also visible, showing a table with columns for Activity Name, Date Due, Total Tasks, My Pending Tasks, and Pending Buyer Tasks. The 'Enablement' button (8) is highlighted in the top navigation bar.

Customer	Network ID	Relationship Type	Requested Date
✓ Air Canada or affiliates	AN01022646424	Trading	9 May 2024

Customer	Network ID	Relationship Type	Approved Date	Supplier Information Portal	Routing Type	Actions
✓ Air Canada or affiliates	AN01022646424	Trading	9 May 2024		Default	Actions

Activity Name	Date Due	Total Tasks	My Pending Tasks	Pending Buyer Tasks
Account	11 May 2024	2	1	0