

# UPDATE BILL TO & SHIP TO ADDRESS, EMAIL CONTACT & ADD ATTACHMENT



1. **Select** the correct Bill To from the drop-down list.

- AC001\_A\_MONTREAL\_HQ: Air Canada
- LCC01\_A\_MONTREAL\_HQ: Air Canada Rouge
- TCC01\_A\_MONTREAL\_HQ: Trans-Canada Capital

2. In the section 'Additional Fields', **enter** the email address 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 email address.**

**AC001:** Enter an email with a domain of: [first.lastname@aircanada.ca](mailto:first.lastname@aircanada.ca)

**LCC01:** Enter the email contact as: [apacrouge@aircanada.ca](mailto:apacrouge@aircanada.ca)

**TCC01:** Enter the email contact as: [billing@transcanadacapital.com](mailto:billing@transcanadacapital.com)

3. To attach a copy of your invoice, **click** on the drop-down menu 'Add to Header' and then **select** 'Attachment'

4. **Click** on 'Choose File' and select the file you wish to attach to the invoice.

5. **Click** on 'Add Attachment' so your file can be added.

6. If you require further assistance, please do not hesitate to contact Air Canada's Supplier Enablement team by completing this [form](#).

**Summary**

Invoice #:   
Invoice Date: 5 Sep 2024  
Service Description:   
Supplier Tax ID: 123456789  
Remit To: 355 Portage Ave  
Winnipeg MB  
Canada  
Choose Address: AC001\_A\_MONTREAL\_HQ  
Bill To: AIR CANADA  
DORVAL QC  
Canada

**Additional Fields**

Supplier Account ID #:   
Customer Reference:   
Supplier Reference:   
Payment Note:   
Supplier: BREAO AND COMPANY LTD 704971-TEST  
MONTREAL QC  
Canada  
Bill From: BREAO AND COMPANY LTD 704971-TEST  
MONTREAL QC  
Canada  
Supplier VAT: 9876543210  
Supplier VAT ID:   
Service Start Date:   
Service End Date:   
Customer: AIR CANADA - TEST  
Winnipeg MB  
Canada  
Email:   
View/Edit Addresses

**Add to Header**

- Shipping Cost
- Shipping Tax
- Shipping Documents
- Special Handling
- Special Handling Tax
- Discount
- Allowance
- Charge
- Payment Term
- Additional Reference Documents and Dates
- Comment
- Attachment

**Attachments**

The total size of all attachments cannot exceed 100MB

Choose File | No file chosen | Add Attachment

Choose File | Invoice\_INV18897.pdf | Add Attachment

**Attachments**

The total size of all attachments cannot exceed 100MB

Choose File | no file chosen | Add Attachment

| Name                 | Size (bytes) | Content Type    |
|----------------------|--------------|-----------------|
| Invoice_INV18897.pdf | 151478       | application/pdf |

Delete