Supplier Guide- Update Bill To & Ship To Address, Email Contact & Add Attachment

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

   0000001997: Air Canada

   0000001996: Air Canada Rouge

   0000001797: Trans-Canada Capital

2. View/Edit the correct **Ship To** Address.

3. Enter a valid **email contact** 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 own email address.

   Air Canada and Aeroplan: Enter an email with a domain first.lastname@aircanada.ca

   Air Canada Rouge: Enter the email contact as: apacrouge@aircanada.ca

   Trans-Canada Capital Inc : Enter the email contact as billing@transcanadacapital.com

4. Click the **Add to Header** drop -down list and select **Attachment** to add the

   invoice copy.

5. If you have any questions do not hesitate to contact the Supplier

   Enablement Teams via the Air Canada Supplier Support Request Form