

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](#)

1

Choose Address

0000001796

Name: 0000001777

Address: 0000001796

0000001797

0000001997

UARTERS,

2

Shipping

Header level shipping

Line level shipping

Ship From: ARIBA TEST SUPPLIER

Winnipeg MB

Canada

Ship To: Air Canada or affiliates

Dorval QC

Canada

Deliver To:

View/Edit Addresses

3

Additional Fields

Invoice Document Type: Invoice

FOB/Incoterms:

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Supplier: ARIBA TEST SUPPLIER

Winnipeg MB

Canada

Bill From: ARIBA TEST SUPPLIER

Winnipeg MB

Canada

Supplier VAT

Supplier VAT/Tax ID: 1219530257

QST Tax ID: 1219530257

Service Start Date:

Service End Date:

Email: *

4

Add to Header