

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

1. Select the correct **Bill To** from the drop-down list.
AC001: Air Canada
LCC01: Air Canada Rouge
TCC01: 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

AC001: Enter an email with a domain name of @aircanada.ca

LCC01: Enter the email contact as: apacrouge@aircanada.ca

TCC01: 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 Air Canada Supplier Enablement Teams at supplierdesk@aircanada.ca

▼ Invoice Header

Summary

Invoice #: *

Invoice Date: *

Service Description:

GST/HST/VAT #:

Remit To

WINNIPEG MB Canada 1

Choose Address

Bill To: **AIR CANADA**

DORVAL QC Canada

Shipping

☒ Header level shipping ⓘ ☐ Line level shipping ⓘ

Ship From: **ARIBA TEST SUPPLIER**

Winnipeg MB Canada

Ship To: **Air Canada or affiliates** 2

Dorval QC Canada [View/Edit Addresses](#)

Deliver To:

Additional Fields

Invoice Document Type:

FOB/Incoterms:

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Supplier: **ARIBA TEST SUPPLIER**

Winnipeg MB Canada

Bill From: **ARIBA TEST SUPPLIER**

Winnipeg MB Canada

Service Start Date:

Service End Date:

3 Email: *

Supplier VAT

Supplier VAT/Tax ID:

QST Tax ID:

Add to Header 4