

# 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](mailto:@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)

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](mailto:supplierdesk@aircanada.ca)

**Invoice Header**

**Summary**

Invoice #: \* |

Invoice Date: \* 15 Mar 2021

Service Description: |

GST/HST/VAT #: 842623449

Remit To: TEST ADDRESS

WINNIPEG MB Canada

Choose Address: AC001\_A\_MONTREAL\_HQ

Bill To: AIR CANADA

DORVAL QC Canada

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**Shipping**

Header level shipping *i*  Line level shipping *i*

Ship From: ARIBA TEST SUPPLIER

Winnipeg MB Canada

Ship To: Air Canada or affiliates

Dorval QC Canada

Deliver To:

View/Edit Addresses

2

**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: \*

Add to Header

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