

# Supplier QRG - Update Company's Tax ID numbers

1. Click your **initials** in the upper-right corner.
2. Select **Company Profile**.
3. Access the **Business** tab.
4. Locate the **Tax Information** section.
5. Enter **GST/HST** Tax ID # (9 digits # only) under **Tax ID** field.
6. Enter **QST** Tax ID # (10 digits # only) under **Vat ID** field.
7. There can be no space/alpha/numbers after the tax registration number. All other fields **MUST** be blank.
8. Click **Save** and **Close**.
9. If you have any questions do not hesitate to contact the Air Canada Supplier Enablement Team at [supplierdesk@aircanada.ca](mailto:supplierdesk@aircanada.ca)

The screenshot shows a user menu for 'Accounts Payable' (aphelp@aircanada.ca). The 'Company Profile' option is highlighted with a red circle and the number 2. At the top right of the menu, there is a question mark icon, a red circle with the number 1, and a blue circle with the initials 'AP'.

The screenshot shows the 'Adding to profile' page for 'Company Profile'. The 'Business' tab is selected and highlighted with a red box and a red circle with the number 3. The 'Business Information' section includes fields for Year Founded, Number of Employees, Annual Revenue (dropdown), and Stock Symbol. The 'Financial Information' section includes Type of Organization (dropdown), D-U-N-S® Number (with an info icon), and Global Location Number. The 'Tax Information' section includes Tax Classification (dropdown), Taxation Type (dropdown), Tax Id (with a red circle 5 and a note 'Do not enter dashes'), State Tax Id (with a note 'Do not enter dashes'), Regional Tax Id (with a note 'Do not enter dashes'), and Vat Id (with a red circle 6 and a note 'Do not enter spaces or RT string'). There is also a checkbox for 'VAT Registered' and a field for 'VAT Registration Document' showing '<No document>'. A red circle with the number 7 is placed over the Tax Classification dropdown.