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

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