

# 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)

Accounts Payable  
aphelp@aircanada.ca

My Account

Link User IDs

Contact Administrator

Switch to Test Account

ARIBA TEST SUPPLIER  
ANID: AN01034866290  
Premium Package

Company Profile **2**

Service Subscriptions

Settings >

Logout

Adding to profile

Company Profile **3**

Basic **2** Business **2** Marketing **3** Contacts Certifications **1** Additional Documents

\* Indicates a required field

Business Information

Year Founded:

Number of Employees:

Annual Revenue:

Stock Symbol:

Financial Information

Type of Organization:

D-U-N-S® Number:

Global Location Number:

Tax Information

Tax Classification:

Taxation Type:

Tax Id:  **5** Do not enter dashes Do not enter spaces or RT string

State Tax Id:  Do not enter dashes

Regional Tax Id:  Do not enter dashes

Vat Id:  **6** Do not enter dashes

☐ VAT Registered

VAT Registration Document: <No document>