Invoicing, general requirements

Invoice & Credit notes	•	Only one incl. corre
	•	Main doo

Only one invoice or credit note per mail incl. corresponding attachments.

- Main document (invoice or credit note) in one PDF file no split; if possible, incl. attachments one-sided or multi-page.
- File names without special characters e.g. (:*"<>?|/\)
- Total e-mail size max. 15 MB incl. corresponding attachments.

Attachments

- Accepted file formats
 bmp, doc, docm, docx, dot, dotx, gif, htm, html, jpeg, jpg, odp, ods, odt, ott, pdf, png, pps, ppsx, ppt, pptx, rtf, tif, tiff, txt, xls, xlsx
- Compressed file formats as ZIP archive only
- File names of PDF attachments/supporting documents
 Attachments in PDF file format should be named as follows:
 ATT_1_, ATT_2_, etc.

Billing address & Value added tax identification number

Lufthansa Aviation GmbH

Südallee 15

85356 München-Flughafen

- **✓** VAT ID: DE453204243
- E-Mail billing address
- LH_Aviation@de.invoice.lufthansagroup.com

Please preferably send electronic invoices.



The above information are essential for payment and communication.

Payment & clarification inquiries? Please contact us: accounting.lhaviation@gbs.dlh.de



Invoicing, general requirements

Invoices with purchase order

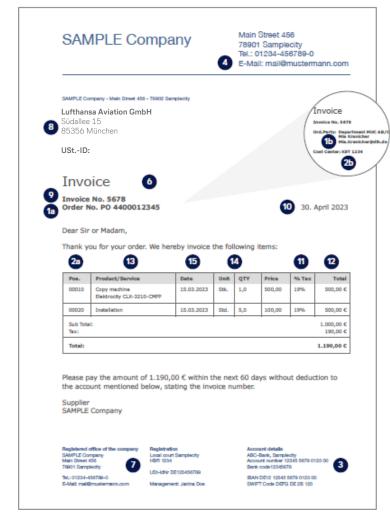
- Order number (please always use with PO prefix, e.g.: PO 440001234)
- 2 PO Position line (Pos. e.g.: 00010)

Invoices without purchase order

- Department, name/ordering patry, e-mail address customer
- Cost center with prefix KST (has to be delivered by customer/ ordering party while ordering; e.g.: KST 1234)

Internal requirements

- Bank details (IBAN/BIC)
- E-mail contact supplier
- Supporting documents (if applicable, e.g. vouchers)



Legal reguirements

- Invoice or "Credit note"
- Name, address, tax numbers supplier
- 8 Name, address, tax numbers customer
- Invoice number
- Invoice date
- Tax rate
- Amount and currency
- Description (type of product/service)
- Quantity and unit price
- Time of delivery of goods/ services

Example invoice with all relevant data

