

## Invoice & Credit notes

- ✓ **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](mailto:accounting.lhaviation@gbs.dlh.de)



## Invoices with purchase order

- 1a Order number  
(please always use with PO prefix, e.g.: PO 440001234)
- 2a PO Position line  
(Pos. e.g.: 00010)

## Invoices without purchase order

- 1b Department, name/ordering party, e-mail address customer
- 2b Cost center with prefix KST  
(has to be delivered by customer/ ordering party while ordering; e.g.: KST 1234)

## Internal requirements

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

**SAMPLE Company**

Main Street 456  
78901 Samplecity  
Tel.: 01234-456789-0  
E-Mail: mail@mustermann.com

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SAMPLE Company - Main Street 456 - 78901 Samplecity

8 Lufthansa Aviation GmbH  
Südallee 15  
85356 München

USt.-ID:

Invoice

Service No. 5678

Ord.Party: Department MUC AB/C  
Hra.Krenschke  
Hra.Krenschke@luf.de

1b

Cost Center: KST 1234

2b

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**Invoice**

9 Invoice No. 5678

1a Order No. PO 4400012345

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30. April 2023

Dear Sir or Madam,

Thank you for your order. We hereby invoice the following items:

Pos.	Product/Service	Date	Unit	QTY	Price	% Tax	Total
00010	Copy machine Electrocity CLK-3210-CHFF	15.03.2023	Stk.	1,0	500,00	19%	500,00 €
00020	Installation	15.03.2023	Std.	5,0	100,00	19%	500,00 €
Sub Total:							1.000,00 €
Tax:							190,00 €
<b>Total:</b>							<b>1.190,00 €</b>

Please pay the amount of 1.190,00 € within the next 60 days without deduction to the account mentioned below, stating the Invoice number.

Supplier  
SAMPLE Company

Registered office of the company  
SAMPLE Company  
Main Street 456  
78901 Samplecity

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Tel.: 01234-456789-0  
E-Mail: mail@mustermann.com

Registration  
Local court Samplecity  
HBR 1234

USt.-IdNr: DE123456789

Management: Janina Doe

Account details  
ABC-Bank, Samplecity  
Account number 12345 5678 0123 00  
Bank code 12345678

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IBAN DE12 12345 5678 0123 00  
SWIFT Code DFGD DE 33 123

Example invoice with all relevant data

## Legal requirements

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

