# Invoicing, general requirements

Invoices/Credit notes	<ul> <li>Only one invoice or credit note per mail incl. corresponding attachments.</li> <li>Main document (invoice or credit note) in one PDF file</li> </ul>
	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	<ul> <li>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</li> <li>Compressed file formats as ZIP archive only</li> </ul>
	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	<ul> <li>✓ Lufthansa City Airlines GmbH         Südallee 15         85356 München</li> <li>✓ VAT-ID: DE353609530</li> </ul>
Billing address	✓ Ih.city-airlines@de.invoice.lufthansagroup.com

Please do not send paper invoices.

The above informations are essential for payment and communication.

Payment/clarification inquiries?
Please contact us: accounting.lh.city-airlines@gbs.dlh.de



# **Invoices, formal requirements**

#### Invoices with purchase order

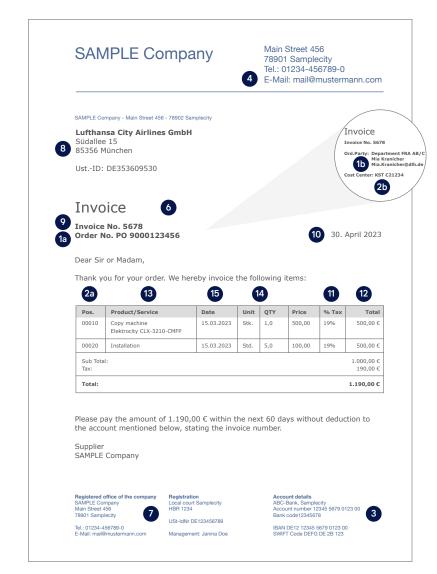
- Order number
  (please always use with PO
  prefix, e.g.: PO 9000123456)
- PO Position line (Pos. e.g.: 00010)

### 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 C21234)

#### Internal requirements

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



## Legal reguirements

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

Example invoice with all relevant data

