

## Invoices/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 City Airlines GmbH**  
Südallee 15  
85356 München
- ✓ **VAT-ID: DE353609530**

## Billing address

- ✉ **lh.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](mailto:accounting.lh.city-airlines@gbs.dlh.de)



## Invoices with purchase order

- 1a **Order number**  
(please always use with PO prefix, e.g.: PO 9000123456)
- 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 C21234)

## Internal requirements

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

## 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

**SAMPLE Company**

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

Invoice

Invoice No. 5678

Ord.Party: Department FRA AB/C  
Mia Kranicher  
Mia.Kranicher@dlh.de

Cost Center: KST C21234

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SAMPLE Company - Main Street 456 - 78902 Samplecity

**8 Lufthansa City Airlines GmbH**  
Südallee 15  
85356 München  
Ust.-ID: DE353609530

**9 Invoice**

**9 Invoice No. 5678**  
**1a Order No. PO 9000123456**

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 Elektrocoty CLX-3210-CMFP	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>

**6 Invoice**

**10 30. April 2023**

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

**7 Registered office of the company**  
SAMPLE Company  
Main Street 456  
78901 Samplecity  
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 5679 0123 00  
Bank code 12345678  
IBAN DE12 12345 5679 0123 00  
SWIFT Code DEFG DE 2B 123

Example invoice with all relevant data

