

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 CityLine GmbH**
Postfach 28 01 47
01141 Dresden
- ✓ **VAT-ID: DE113863077**

Billing address

- ✉ **clh@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.clh@icat.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)

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 **Lufthansa CityLine GmbH**
Postfach 28 01 47
01141 Dresden
Ust.-ID: DE113863077

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

SAMPLE Company - Main Street 456 - 78902 Samplecity

9 **Invoice**

1a **Invoice No. 5678**
Order No. PO 4400012345

Dear Sir or Madam,

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

2a	13	15	14	11	12		
Pos.	Product/Service	Date	Unit	QTY	Price	% Tax	Total
00010	Copy machine Elektrocitry 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 €
Total:							1.190,00 €

Invoice

Invoice No. 5678

1b Ord.Party: Department MUC AB/C
Mia Kranicher
Mia.Kranicher@dlh.de

2b Cost Center: KST 1234

10 30. April 2023

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

3 **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

