Invoicing, general requirements

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
	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 O1141 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, formal requirements

Invoices with purchase order

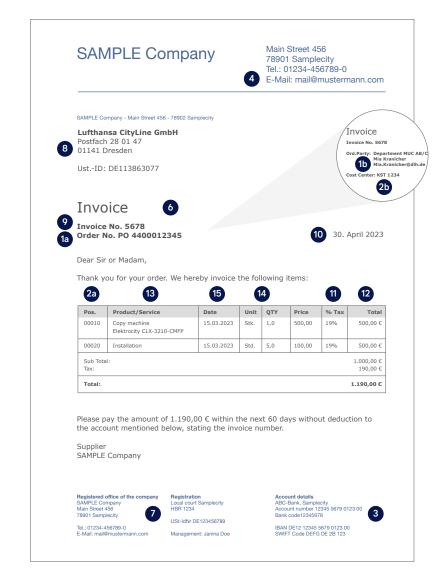
- (please always use with PO prefix, e.g.: PO 440001234)
- PO Position line (Pos. e.g.: 00010)

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

- 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
- 15 Time of delivery of goods/ services

Example invoice with all relevant data

