

Invoices – formal requirements

Invoices with purchase order

- 1a** Purchase order number
(please always use with PO prefix, e.g.: PO 9876543210)
- 2a** Purchase order 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
(must be delivered by customer/ordering party while ordering; e.g.: KST 12345))

Internal requirements

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

SAMPLE Company

SAMPLE Company - Main Street 456 - 78902 Samplecity

8 **Name of Lufthansa Group Company**
Street / House number
Postcode / City

VAT-ID-No.: XXXXX

9 **INVOICE**

1a Invoice-No.: 5678
Purchase Order No.: PO 9876543210

Dear Sir or Madam,
Thank you for your order. We hereby invoice the following items:

Pos.	Goods/Service	Date	Unit	QTY	Price Net	% Tax	Total
00010	Copy machine Elektrocity CLX-3210	15.04.2024	Pce	1,0	500,00	19%	500,00 €
00020	Installation	15.03.2024	H	5,0	100,00	19%	500,00 €
Sub total:							1.000,00 €
Tax:							190,00 €
Total:							1.190,00 €

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

Main Street 456
78902 Samplecity
Phone: 01234-456789-0
E-Mail: mail@samplecompany.com

4

INVOICE

Invoice-No.: 5678
Ordering Party:
Department FRA AB/C
First & Last Name
Firstname.Lastname@dlh.de
Cost Center: KST 12345

1b
2b

10 April 30, 2024

11 19%

12 500,00 €

13 Copy machine
Elektrocity CLX-3210

14 1,0

15 500,00 €

7 **Registered office of the company**
SAMPLE Company
Main Street 456
78902 Samplecity
Phone: 01234-456789-0
E-Mail: mail@samplecompany.com

Registration
Local court Samplecity
HBR 1234
VAT-ID-No.: 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

3

Legal requirements

- 6** “Invoice” or “Credit note”
- 7** Name, address, tax numbers supplier
- 8** Name, address, tax numbers (if necessary) customer
- 9** Invoice number
- 10** Invoice date
- 11** Tax rate
- 12** (Tax-) Amount and currency
- 13** (Service) Description
(type of product/services)
- 14** Quantity and unit price
- 15** Time of the performance of goods/services

Invoices must always be issued and transmitted by the issuer in accordance with the relevant legal requirements.

Example invoice issued for services taxable in Germany with German VAT.

