

## Invoice & 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. 10 MB**  
incl. corresponding attachments and max. 1 MB per attachment.

## 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.

Please preferably send electronic invoices.



The above information are essential for payment and communication.

### Payment & clarification inquiries?

Please contact us:  
lat.ptp@lat.dlh.de

# PDF-Invoicing via e-Mail – general requirements

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Billing address &  
Value added tax  
identification number

- ✓ **Lufthansa Aviation Training GmbH**  
Suedallee 15  
85356 Munich-Airport
- ✓ **VAT-ID-No.: DE 815336545**

Billing address

- ✉ **LAT.AP.GmbH@accenture.com**

Billing address for  
paper invoices  
(if electronically is not possible)

iSS DD - Lufthansa Aviation Training GmbH  
PO BOX 215  
Plynární 1617/10  
Prague 7, 170 00  
Czech Republic

Billing address &  
Value added tax  
identification number

- ✓ **Lufthansa Aviation Training Germany GmbH**  
Airportring Gate 24, Building 391  
60549 Frankfurt am Main
- ✓ **VAT-ID-No.: DE 177088399**

Billing address

- ✉ **LAT.AP.DE@accenture.com**

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Prague 7, 170 00  
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Billing address &  
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identification number

- ✓ **Lufthansa Aviation Training Operations Germany GmbH**  
Schuetzenstrasse 10  
12526 Berlin
- ✓ **VAT-ID-No.: DE 137201977**

Billing address

✉ **LAT.AP.OPS@accenture.com**

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iSS DD - Lufthansa Aviation Training Operations Germany GmbH  
PO BOX 215  
Plynární 1617/10  
Prague 7, 170 00  
Czech Republic

Billing address &  
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identification number

- ✓ **Lufthansa Aviation Training Pilot Academy GmbH**  
Flughafenstrasse 1  
18299 Laage
- ✓ **VAT-ID-No.: DE 218021916**

Billing address

✉ **LAT.AP.PA@accenture.com**

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iSS DD - Lufthansa Aviation Training Pilot Academy GmbH  
PO BOX 215  
Plynární 1617/10  
Prague 7, 170 00  
Czech Republic

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Billing address &  
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- ✓ **Lufthansa Aviation Training Austria GmbH**  
Austrian Airlines Basis, Obj. 974  
1300 Vienna Airport
- ✓ **VAT-ID-No.: ATU 61771103**

Billing address

✉ **LAT.AP.AT@accenture.com**

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PO BOX 215  
Plynární 1617/10  
Prague 7, 170 00  
Czech Republic

Billing address &  
Value added tax  
identification number

- ✓ **Lufthansa Aviation Training Switzerland AG**  
Cherstrasse 1  
CH-8152 Opfikon
- ✓ **VAT-ID-No.: CHE-101.348.127 MWST**

Billing address

✉ **LAT.AP.CH@accenture.com**

Billing address for  
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PO BOX 215  
Plynární 1617/10  
Prague 7, 170 00  
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# PDF-Invoicing via e-Mail – general requirements

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- ✓ **Lufthansa Aviation Training USA Inc.**  
1658 South Litchfield Road Bldg. 104, Suite 1,  
Goodyear, AZ 85339 USA
- ✓ **VAT-ID-No.: 86-0696799**

Billing address

✉ **ap@lat-us.com**

Billing address for  
paper invoices  
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Lufthansa Aviation Training USA Inc.  
GYR N/UC Accounting  
1658 South Litchfield Road  
Goodyear, AZ 85338

Billing address &  
Value added tax  
identification number

- ✓ **Aviation Quality Services GmbH**  
Airportring Tor 24, Building 391  
60459 Frankfurt am Main
- ✓ **VAT-ID-No.: DE 813246581**

Billing address

✉ **LAT.AP.AQS@accenture.com**

Billing address for  
paper invoices  
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iSS DD - Aviation Quality Services GmbH  
PO BOX 215  
Plynární 1617/10  
Prague 7, 170 00  
Czech Republic

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