

PDF-Invoicing via e-Mail – general requirements

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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.

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**
Suedallee 15
85356 Munich-Airport
- ✓ **VAT-ID-No.: DE 353609530**

E-Mail billing address

- ✉ **lh.city-airlines@de.invoice.lufthansagroup.com**

Please preferably send
electronic invoices.



The above information are essential
for payment and communication.

Payment & clarification inquiries?

Please contact us:
accounting.lh.city-airlines@gbs.dlh.de

Address for paper invoices
(only if electronically is not possible)

Lufthansa City Airlines GmbH
Suedallee 15
85356 Munich-Airport



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