

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. 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.

Please preferably send
electronic invoices.



The above information are essential
for payment and communication.

Payment & clarification inquiries?

Please contact us:
receivables@lhind.dlh.de



PDF-Invoicing via e-Mail – general requirements

Billing address &
Value added tax
identification number

- ✓ **Lufthansa Industry Solutions GmbH & Co. KG**
Schuetzenwall 1
22844 Norderstedt
- ✓ **VAT-ID-No.: DE 297838491**

Billing address

- ✉ **LGBS.BunSol@de.invoice.lufthansagroup.com**

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

Lufthansa Industry Solutions GmbH & Co. KG
P.O. Box 28 02 07
01142 Dresden

Billing address &
Value added tax
identification number

- ✓ **Lufthansa Industry Solutions AS GmbH**
Schuetzenwall 1
22844 Norderstedt
- ✓ **VAT-ID-No.: DE 174869827**

Billing address

- ✉ **LGBS.BunSol@de.invoice.lufthansagroup.com**

Billing address for
paper invoices
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Lufthansa Industry Solutions AS GmbH
P.O. Box 28 02 07
01142 Dresden

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✓ **Lufthansa Industry Solutions BS GmbH**
Am Messeplatz 1
65479 Raunheim

✓ **VAT-ID-No.: DE 212499858**

Billing address

✉ **LGBS.BunSol@de.invoice.lufthansagroup.com**

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