

# PDF-Invoicing via e-Mail – general requirements

1/1

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

- ✓ **Miles & More GmbH**  
MAC Main Airport Center  
Unterschweinstiege 8  
60549 Frankfurt am Main
- ✓ **VAT-ID-No.: DE 220765038**

E-Mail billing address

- ✉ **invoices@milesandmore.com**

Please preferably send  
electronic invoices.



The above information are essential  
for payment and communication.

**Payment & clarification inquiries?**

Please contact us:  
invoices@milesandmore.com

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

Miles & More GmbH  
MAC Main Airport Center,  
Unterschweinstiege 8  
60549 Frankfurt am Main

**Miles & More**