

Paper invoices

Paper Invoices are acceptable only in case the supplier is not in the frame for using the PDF Invoice, Invoicing Portal with PO Flip option, EDI interface, as well as in exceptional cases arranged for with Global Service Center Krakow involving accounting reasons. In addition, due to legal requirements all invoices and credit notes with foreign VAT issued to Deutsche Lufthansa AG must be provided in paper in paper post.

1. What is the central postal address for sending paper invoices for Deutsche Lufthansa AG?

Deutsche Lufthansa AG
Postfach 28 01 13
01141 Dresden

2. How to issue an invoice?

The following entries should **always** be included on an invoice:

Legal Requirements:

- "Invoice" or "Credit Note"
- Name and address of both supplier and recipient
- Tax numbers of both supplier and recipient
- invoice number and date
- rate of taxation
- correct amounts and currency
- description (product / service type)
- quantity and unit price
- time of delivery of goods/ services
- local requirements

Internal Requirements:

- Bank details (IBAN / BIC)
- Email address of Supplier
- Supporting documents (if applicable, e.g. vouchers)

Invoices with Purchase Order:

- Order number (please always use prefix PO, example: PO 9876543210)
- PO position line (Pos, example: 0010)

Non-Purchase Order invoices:

- Email address of Ordering Party
- Cost Center with prefix KST (has to be delivered by Ordering Party while ordering; example: KST 123456)

Above information are essential for payment and communication

Please make sure that the structure (sequence and designation of the items etc.) of the invoice precisely matches that of the order. A separate invoice must be issued for each order. The invoice currency must match the order currency.

The content of an invoice must always be in compliance with applicable statutory requirements. In case of non-compliance, Lufthansa reserves the right to reject the invoice.

Contact us:

Payment queries and clarification requests: accounting.lufthansa-germany@icat.dlh.de



Lufthansa