



One Pager for Suppliers

Sending PDF Invoices via E-Mail to Lufthansa Technik AG

Lufthansa Technik AG offers you as a supplier the opportunity of sending invoices as PDF documents via e-mail.

Advantages

You will save costs for paper, printing and postage. Further, the period between sending and receiving the invoice will be reduced.

Sending invoice documents via e-mail to Lufthansa Technik AG does not incur any extra costs.

Requirements for PDF invoices

- You are not already participating in another electronic invoice procedure like EDI / SPEC2000, XML etc.
- The PDF invoice document is preferably a **text-PDF-document**.
- If the documents are scanned-PDF-documents, they should be of a reasonable quality.
 - **Attention:** For scan documents, only one invoice should be included per PDF file. However, as mentioned below, up to 50 individual documents can be sent in one e-mail.
- Your PDF invoice has to be addressed correctly to Lufthansa Technik AG.
- One PDF document must not exceed 50 pages.
- The PDF invoice must not include any form fields.
- The PDF invoice must not be protected by a password.

Requirements to the e-mail

- The e-mail must not exceed a total size of 10 MB.
- One e-mail may include more than one PDF invoice document, but not more than 50.
- Appendices to an invoice can be attached to the same e-mail as the PDF invoice.
 - **Attention:** By sending invoices with appendices, the e-mail must only include the corresponding PDF invoice and the relevant attachments.

Your contacts

The official **billing address** of Lufthansa Technik AG is as follows:

Lufthansa Technik AG
HAM T/TA-A Invoice Control
Weg beim Jaeger 193
22335 Hamburg
Germany

Please send **PDF Invoices/Credit Notes**, if the requirements are fulfilled, to:
lht.lhtechnik@invoice.lufthansa-group.com

Please send **content-related inquiries** as well as **statements, reminders, etc.** to Accounts Payable:
accounting.lufthansa-technik@icat.dlh.de