



One Pager for Suppliers

Sending 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 of time between sending and receiving the invoice will be reduced.

Requirements for PDF invoices

- You are not already participating in another electronic invoice procedure like EDI / SPEC2000, XML etc.
- The invoice has to be in a text-PDF document and must not be a scanned invoice (for further explanations see FAQs below).
- All invoice relevant information on the PDF document have to be text elements (company name, address, amounts etc.).
- Your 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 15 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. Otherwise, the correlation between invoice and appendix is not assured.

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

For any **queries referring to invoices (e.g. posting, approval, payment)** please contact our accounts payable team:

accounting.lufthansa-technik@icat.dlh.de

If you want to check whether your PDF invoice complies with our technical requirements, please send us a **test invoice** with the e-mail subject "test invoice" for validation to:
pdfinvoice.clarification@lht.dlh.de



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FAQs

What costs will occur for using the PDF procedure?

There are no costs for using the PDF procedure. Sending your invoices as PDF documents via e-mail to Lufthansa Technik AG does not require any registration. Hence, costs neither occur for registration nor for licences.

What is a text-PDF document?

A text-PDF document includes text data elements. Hence, the text of a text-PDF document can be copied to a random text editing program. If the copied text is exactly the same as in the original PDF document, the requirements for a text-PDF-document are fulfilled.

Is there an example for a text-PDF document?

This PDF document can be used as an example. If you copy the text to a text editing program of your choice (e.g. Microsoft Word), it will show exactly the same information. This requirement has to be fulfilled for all PDF invoice documents that you want to send to Lufthansa Technik AG via e-mail.

Which software can be used to create a text-PDF document?

If you are already able to create a PDF document as described, you do not require any additional software. Programs like Microsoft Word and Excel (since version 2007) offer the functionality to save documents in PDF format. Another way to create text-PDF documents is using a PDF printer. The PDF printer can be selected instead of the physical printer. It will create a PDF document instead of a paper print. Usually, Windows 10 has already preinstalled such a PDF printer "Microsoft Print to PDF".

Can scanned invoices be sent for processing?

No, PDF documents containing scanned invoices cannot be processed.

How many invoices can be sent by one e-mail?

One e-mail may include a maximum of 50 invoices. However, the e-mail must not exceed the total size of 15 MB. One exclusion is given when adding invoice appendices to one invoice document (see next FAQ).

Can appendices to an invoice document be included in the e-mail?

Yes, appendices to an invoice document can be included to the same e-mail. However, for allocation reasons the e-mail may only include one corresponding PDF invoice document and its relevant appendix/ces.

Will the PDF procedure replace other electronic invoicing procedures?

No, the PDF procedure does not replace any other electronic procedure. It only replaces mailing of paper invoices. If any other electronic channel for invoice submission such as EDI, SPEC2000, XML etc. are currently in place, they must remain valid and the PDF procedure is not applicable.