

EDI interface between LH and Vendor - requirements

1. How to set up full EDI interface with Lufthansa Group?

- Receive e-mail invitation after contract is signed from backoffice@comarchedi.com to start onboarding process to full EDI to provide details:
 - Contact person who will be responsible for the integration.
 - EDI ID (ex. GLN) which will be used in this project.
 - Communication channel details in order to set up communication channel with Comarch.
 - Invoice specification which will be used.
 - Invoice samples which will be sent to Lufthansa.

2. How to issue an invoice / credit note on the basis of Purchase Order?

- Lufthansa transfers Purchase Order information via established EDI interface.
- Please ensure you are delivering and invoicing according to the Purchase Order.
- The billing address on the invoice needs to be the same as on the Purchase Order.
- Each invoice can refer only to one Purchase Order.
- Partial delivery and invoicing is accepted.
- Unit price and invoice quantity can be edited manually by decreasing it in comparison to the Order.
- In case higher amount / quantity must be issued please contact your Ordering Party to correct Purchase Order.

3. When is an invoice rejected by Lufthansa?

- Invoices with reference to more than one Purchase Order.
- Invoice does not comply with the requirements stated above.
- Invoice does not refer to a specific Purchase Order.
- Invoice shows higher quantity/price or diverges in content from the Purchase Order.
- If an invoice is rightfully rejected, the invoice amount shall not be due until a new compliant invoice is issued by the Supplier.

4. For changes in Vendors master data (e.g. bank details) contact respective LH Group mailbox:

- LHT - accounting.lufthansa-technik@icat.dlh.de
- LTLS - LTLS.vendors@icat.dlh.de
- LTAA - ltaa.vendors@icat.dlh.de
- LAT DE - accounting.LATDE@icat.dlh.de
- LH AG - accounting.lufthansa-germany@icat.dlh.de
- LSY/LGBS/PM - accountpayable.bdrp@dlh.de
- LCAG - accounting.lufthansa-cargo@icat.dlh.de
- LSG - accounting.lsg-germany@icat.dlh.de

✉ Contact us:

Questions regarding onboarding to invoicing platform: inboundchannel@dlh.de

Questions regarding technical issues identified on the Lufthansa EDI platform for onboarded Suppliers, please contact Service Desk:

Tel: + 49 351 563 55 874;

e-mail: edi.lufthansagroup@comarch.eu

Mon-Fri: 9:00-17:00 CET



Lufthansa