

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 and max. 1 MB per attachment.

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.

Please preferably send electronic invoices.



The above information are essential for payment and communication.

Payment & clarification inquiries?

Please contact us:
lat.ptp@lat.dlh.de

PDF-Invoicing via e-Mail – general requirements

2/6

Billing address &
Value added tax
identification number

✓ **Lufthansa Aviation Training GmbH**
LabCampus 48
85356 Munich-Airport

✓ **VAT-ID-No.: DE 815336545**

E-Mail billing address

✉ **LAT.AP.GmbH@accenture.com**

Billing address for
paper invoices
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iSS DD - Lufthansa Aviation Training GmbH
PO BOX 215
Plynární 1617/10
Prague 7, 170 00
Czech Republic

Billing address &
Value added tax
identification number

✓ **Lufthansa Aviation Training Germany GmbH**
Airportring Gate 24, Building 391
60549 Frankfurt am Main

✓ **VAT-ID-No.: DE 177088399**

E-Mail billing address

✉ **LAT.AP.DE@accenture.com**

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PO BOX 215
Plynární 1617/10
Prague 7, 170 00
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PDF-Invoicing via e-Mail – general requirements

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Billing address &
Value added tax
identification number

✓ **Lufthansa Aviation Training Operations Germany GmbH**
Schuetzenstrasse 10
12526 Berlin

✓ **VAT-ID-No.: DE 137201977**

E-Mail billing address

✉ **LAT.AP.OPS@accenture.com**

Billing address for
paper invoices
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iSS DD - Lufthansa Aviation Training Operations Germany GmbH
PO BOX 215
Plynární 1617/10
Prague 7, 170 00
Czech Republic

Billing address &
Value added tax
identification number

✓ **Lufthansa Aviation Training Operations Germany GmbH
(Brussels Branch)**
Leuvensesteenweg 248a
BE 1800 Vilvoorde

✓ **VAT-ID-No.: BE1008.858.396**

E-Mail billing address

✉ **LAT.AP.BRU@accenture.com**

Billing address for
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iSS DD - Lufthansa Aviation Training Operations Germany GmbH
(Brussels Branch)
PO BOX 215
Plynární 1617/10
Prague 7, 170 00
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✓ **Lufthansa Aviation Training Pilot Academy GmbH**
Flughafenstrasse 1
18299 Laage

✓ **VAT-ID-No.: DE 218021916**

E-Mail billing address

✉ **LAT.AP.PA@accenture.com**

Billing address for
paper invoices
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iSS DD - Lufthansa Aviation Training Pilot Academy GmbH
PO BOX 215
Plynární 1617/10
Prague 7, 170 00
Czech Republic

Billing address &
Value added tax
identification number

✓ **Aviation Quality Services GmbH**
Airportring Gate 24, Building 391
60459 Frankfurt am Main

✓ **VAT-ID-No.: DE 813246581**

E-Mail billing address

✉ **LAT.AP.AQS@accenture.com**

Billing address for
paper invoices
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iSS DD - Aviation Quality Services GmbH
PO BOX 215
Plynární 1617/10
Prague 7, 170 00
Czech Republic

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Billing address &
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identification number

✓ **Lufthansa Aviation Training Austria GmbH**
Austrian Airlines Basis, Obj. 974
1300 Vienna Airport

✓ **VAT-ID-No.: ATU 61771103**

E-Mail billing address

✉ **LAT.AP.AT@accenture.com**

Billing address for
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iSS DD - Lufthansa Aviation Training Austria GmbH
PO BOX 215
Plynární 1617/10
Prague 7, 170 00
Czech Republic

Billing address &
Value added tax
identification number

✓ **Lufthansa Aviation Training Switzerland AG**
Cherstrasse 1
CH-8152 Opfikon

✓ **VAT-ID-No.: CHE-101.348.127 MWST**

E-Mail billing address

✉ **LAT.AP.CH@accenture.com**

Billing address for
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iSS DD - Lufthansa Aviation Training Switzerland AG
PO BOX 215
Plynární 1617/10
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Payment & clarification inquiries?

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PDF-Invoicing via e-Mail – general requirements

Billing address &
Value added tax
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✓ **Lufthansa Aviation Training USA Inc.**
1658 South Litchfield Road Bldg. 104, Suite 1
Goodyear, AZ 85339 USA

✓ **VAT-ID-No.: 86-0696799**

E-Mail billing address

✉ **ap@lat-us.com**

Billing address for
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Lufthansa Aviation Training USA Inc.
GYR N/UC Accounting
1658 South Litchfield Road
Goodyear, AZ 85338

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