

How to make bookings via LH call center?

如何通过汉莎预订中心订票?

- Please dial Lufthansa corporate hotline TEL number:
请拨打汉莎公司客户预订专线:
4008 868 868 *2 (English) *4 (Corporate)
4008 868 868 *1 (中文服务) *4 (公司客户)

If whole itinerary are operated by SWISS, please dial SWISS hotline
如果全部行程都由瑞士国际航空承运, 请拨打瑞士国际航空预订专线:
Tel number: 4008 820 880

- OR bookings via email : team.shaxr@dlh.de
或者通过电子邮件联系: team.shaxr@dlh.de
- Identify yourself as your company's staffs
确认您是贵公司的员工
- Make reservation accordingly
预订机票
- You'll receive confirmation via email
您将收到电子邮件确认

How to issue tickets - If you want to issue later?

如何出票?

- Please call LH corporate hotline again – when you want to issue ticket
当您准备出票时,请同样拨打汉莎公司客户预订专线
- Fax (to 021-63406647) or email (to fulfillment.shaxr@dlh.de) the name card copy or guarantee letter to prove the traveler is your company's employee
将名片或公司出票信传真(021-63406698) 或发电子邮件
(fulfillment.shaxr@dlh.de)至预订中心,以证明持票人为贵公司的员工
- Ticket will be issued as Etix (Electronic ticket)
汉莎机票均为电子机票
- Ticketing confirmation will be sent via email to you (including ticket number & itinerary)
票号和行程单通过电子邮件确认
- You're require to log-on to www.lufthansa.com.cn to download receipt
24hours after ticket issued, if you need a receipt (not required for actual flight)



您可以登陆我们的网站 www.lufthansa.com.cn, 在出票的时间 24 小时后下载您的机票收据

- LH consultants will highlight or remind you the details of last step before he/she ends the call.

汉莎的员工将提示您之后的注意事项

PAYMENT

付款方式

- International Credit card
国际信用卡

- Bank Transfer
银行转帐

Beneficiary Name 收款方	Bank Name 银行名称	Bank Account No. 帐号	Currency 币种
Lufthansa German Airlines Shanghai Office 德国汉莎航空公司上海办事处	德意志银行 (中国) 有限公司上海分行 Deutsche Bank (China) Co., Ltd., Shanghai Branch	3540333014	CNY 人民币