

VKTA - Strahlenschutz, Analytik & Entsorgung Rossendorf e. V.
Bautzner Landstraße 400 | 01328 Dresden

VKTA - Strahlenschutz, Analytik &
Entsorgung Rossendorf e. V.
Bautzner Landstraße 400
01328 Dresden
www.vkta.de

To our suppliers

Fachbereich Kaufmännische
Angelegenheiten
Abteilung Controlling/Finanzen
☎ +49 351 260-2392
📠 +49 351 260-2955
✉ Finanzen@vkta.de

Unser Zeichen: KVC-F/E-Rg.2025
Datum: 09.12.2024

Electronic receipt of invoices from 1 January 2025 onwards

VKTA will only accept any invoice documents in electronic form **from 1 January 2025 onwards**, according to the statutory regulations. The e-mail address for incoming invoices is:

rechnung@vkta.de

and this will enable the company to process invoices automatically. This e-mail address may not be used for communication purposes.

Please take note of the following conditions for accepting electronic invoices:

- The invoice must have the ZUGFeRD format or be a PDF image file as long as the transitional period applies.
- Only one electronic invoice may be sent in each e-mail, invoice attachments must be incorporated within e-mail.
(Order confirmations, delivery notes etc., contract documents do NOT form part of an invoice.)
- Each invoice can only render accounts for one order or one job, and our order or job number must be clearly indicated.
- The electronic invoice must not be protected by a password.
- The maximum size of an electronic invoice may not exceed 5 MB.

We would ask you to appreciate that any electronic invoices, which are sent to the aforementioned e-mail address and do not fulfil the conditions, cannot be processed.

You can use the familiar e-mail address for all other matters. If you have any questions, please phone us on +49 351 260-2392 or send an e-mail to: **finanzen@vkta.de**.

Kind regards

VKTA – Strahlenschutz, Analytik & Entsorgung Rossendorf e. V.
Buchhaltung