



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

To our suppliers

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

Fachbereich Kaufmännische Angelegenheiten Abteilung Controlling/Finanzen

√ +49 351 260-2392→ +49 351 260-2955➡ Finanzen@vkta.de

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## 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 oft he 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 <u>one</u> 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.)

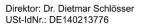
- Each invoice can only render accounts for <u>one</u> oder or <u>one</u> job, and our <u>order or job number</u> must be clearly indicated.
- The electronic invoice must <u>not</u> be protected by a password.
- The maximum size of an electronic invoice may not exceed 5 MB.

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 familiare 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*.

King regards

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



Commerzbank AG IBAN: DE40 8508 0000 0402 6585 00 BIC: DRES DE FF 850

