

VKTA – Strahlenschutz, Analytik & Entsorgung Rossendorf e. V.
Bautzner Landstraße 400 · 01328 Dresden

To the suppliers

VKTA - Strahlenschutz, Analytik &
Entsorgung Rossendorf e. V.
Bautzner Landstraße 400
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Germany
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Commercial Affairs Division
Controlling/Finance Department
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E-mail: Buchhaltung@vkta.de

Our reference: KVC-F/ELO
Date: 06.12.2021

Electronic invoice receipt from 1 January 2022

Dear sir or madam,

As part of our system transition, we will only be accepting invoices in electronic form **from 1 January 2022** on. The e-mail address for incoming invoices is

rechnung@vkta.de

and is used to automatically process invoice documents as PDFs. This e-mail address cannot be used for other communication purposes.

Please note the following requirements for electronic invoice receipt:

- Only one PDF document can be sent per e-mail.
- The PDF document must contain a single invoice and its enclosures in one file.
(Order confirmations, delivery notes and other contract documents are **NOT** part of an invoice.)
- Only one order or one job may be invoiced in each individual invoice.
- Our order or job number must be clearly visible on the invoice document.
- The PDF document must not be password-protected and must not contain any handwritten notes.
- E-mails must not exceed 2 MB in size.

Please understand that e-mails and PDF documents sent to the above e-mail address that do not meet the requirements will not be processed and will be deleted.

For all of your other communication needs, please use the familiar e-mail addresses. We will be happy to answer any questions you may have at +49 351 260-2392 or by e-mail at **finanzen@vkta.de**.

Yours faithfully,

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