



## Invoice guide for Vodafone Germany

When issuing an invoice please note that the invoice must fulfill all relevant VAT requirements and contain all mandatory information.

To enable a smooth and timely processing of your invoice, please ensure that all additional contractual requirements for invoices and attachments are considered.

For your information we have summarized the principles regarding the requirements for invoicing. In individual cases, if necessary, additional tax details might be required.

### **Mandatory information required on the invoice:**

- Invoice date
- Unique invoice number
- Supplier name & address
- Supplier VAT number/Tax number
- Supplier bank details
- Registered name & address of Vodafone (see Appendix)
- The quantity and nature/description of goods and/or services supplied
- Net unit prices, net and gross value of the invoice
- The applicable Value Added Tax (VAT) rate and the total VAT amount
- The Purchase Order (PO) number provided by Vodafone (in case the invoice is issued on PO). If no PO number is mentioned on the invoice, it will be rejected except for site rentals, electricity, Gas, water, interconnect and roaming Suppliers. If the PO has multiple line items, make sure to always specify the line numbers as well
- Document type: Invoice /Credit note



- Exchange rate (if applicable)
- If applicable: if the reverse charge mechanism applies, „reverse charge” must be mentioned on the invoice

## E-invoicing options

- Suppliers that are registered on **Taulia.com** can create and submit invoices electronically.

## Sending invoices via Email

- We prefer receiving invoices via email
- Invoices must be sent in PDF / TIFF format to the email address

[invoice.de@vodafone.com](mailto:invoice.de@vodafone.com)

[invoices.kdg@vodafone.com](mailto:invoices.kdg@vodafone.com)

- 1 PDF/TIFF file should contain only 1 invoice or credit note
- Please ensure that PDF/TIFF file is monochrome (black and white) and that the invoice quality is readable. Handwritten instructions (like PO number) on PDF invoices are not identified by scanning application. If this is required, please use TIFF invoice image.

## Sending invoices by post

- Invoices are to be sent by post to the postal address in Appendix



## Appendix

	Co Code	Address
GERMANY	DE04	Vodafone GmbH
		Abteilung FOLI Ferdinand-Braun-Platz 1 D - 40549 Düsseldorf Germany
	DE05	Vodafone Group Services GmbH / Vodafone GmbH
		Abteilung FOLI Ferdinand-Braun-Platz 1 D - 40549 Düsseldorf Germany
	DE08	Vodafone Stiftung Deutschland GmbH
		Ferdinand-Braun-Platz 1 40549 Duesseldorf
	DE21	Vodafone Institut fuer Gesellschaft und Kommunikation GmbH
		Ferdinand-Braun-Platz 1 40549 Duesseldorf
DE27	Vodafone Vierte Verwaltungs AG	
	Ferdinand-Braun Platz 1 40549 Duesseldorf	
	Co Code	Address
KDG	DE37	Vodafone Kabel Deutschland GmbH
		Ferdinand-Braun-Platz 1 40549 Duesseldorf
	DE39	Kabel Deutschland Holding AG
		Ferdinand-Braun-Platz 1 40543 Duesseldorf
	DE41	Vodafone Kabel Deutschland Kundenbetreuung GmbH
		6-8 Betastrasse 85774 Unterfoehring
	DE42	Kabel Deutschland Holding Erste Beteiligungs GmbH
		6-8 Betastrasse 85774 Unterfoehring
	DE44	Urbana Teleunion Rostock GmbH & Co. KG
		Nobel Str. 55 18059 Rostock
	DE46	KABELCOM Braunschweig Gesellschaft für Breitbandkabel-Kommunikation mbH
		Freidrich-Wilhelm-Str 2 38100 Braunschweig
DE47	KABELCOM Wolfsburg Gesellschaft für Breitbandkabel-Kommunikation mbH	
	Seilerstr. 18 38440 Wolfsburg	
DE48	TKS Telepost Kabel-Service Kaiserslautern GmbH & Co. KG.	
	Altes Forsthaus 2 67661 Kaiserslautern	



KDG	DE49	TKS Telepost Kabel-Service Kaiserslautern Beteiligungs GmbH
		Altes Forsthaus 2 67661 Kaiserslautern
	DE50	Kabel Deutschland Zweite Beteiligungs GmbH
		6-8 Betastrasse 85774 Unterfoehring