



Invoice guide for Vodafone

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.

Invoice content:

- Invoice date (issue date of invoice)
- Unique invoice number
- Your Supplier full name and your full address
- Your tax number or VAT identification number
- Your bank details
- Registered name & address and VAT number of Vodafone (please indicate the relevant Vodafone entity)

VODAFONE ESPAÑA S.A.U AVENIDA DE AMÉRICA 115 28042 Madrid Spain VAT: ESA80907397	VODAFONE ONO S.A. AVENIDA DE AMÉRICA 115 28042 Madrid Spain VAT: ESA62186556
VODAFONE SERVICIOS S.L.U. AVENIDA DE AMÉRICA 115 28042 Madrid Spain VAT: ESB87539284	Vodafone Enterprise Spain SLU Avenida de América 115 28042 Madrid Spain VAT: ESB80172737



Grupo Corporativo ONO, S.A. Avenida de América 115 28042 Madrid Spain VAT: ESA82688904	
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- The quantity and 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 referenced on the invoice, it will be rejected except for site rentals, electricity, interconnect, roaming, utilities, content and legal vendors. If the PO has multiple line items, the line numbers as well must be specified
- Document type: Invoice /Credit note (in case of credit note, related invoice number must be indicated)
- Exchange rate (if applicable)
- If the reverse charge mechanism applies, „reverse charge” must be mentioned on the invoice
- If applicable: reference to the applied VAT exemption or intra-community delivery

Sending invoices by post

All invoices (except electronic invoices submitted via Taulia.com) must be sent by post to the below address:

VSSB Vodafone Shared Services Budapest,
HUNGÁRIA KRT. 40-44.
Pf. 340
1087 Budapest,
Hungary

E-invoicing options

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

