



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 of Vodafone (please indicate the relevant Vodafone entity):

Vodafone Italia S.P.A.
Via Jervis 13, 10015 Ivrea (TO)
VAT: IT08539010010

Vodafone Gestioni S.P.A.
Via Lorenteggio 240, 20147 Milano (MI)
VAT: IT12934530150

Vodafone Servizi e Tecnologie S.R.L.
Via Lorenteggio 240, 20147 Milano (MI)
VAT: IT05288010969



- 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 and roaming vendors. If the PO has multiple line items, the line numbers as well must be specified
- Document type: Invoice /Credit note
- 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 via Email

You can send your invoices via email, however please make sure to comply with the following requirements:

- Invoices must be sent in PDF / TIFF format to the following email address:

VF-italy.invoices@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.
- Please send at maximum 8 documents in one e-mail
- We can't accept zip files
- Please avoid special characters (°- à è ì €) in file names



Sending invoices by post

If you choose to send your invoices by post, please send them to the below address:

VSSB Vodafone Shared Services Budapest
1438 Budapest
Pf. 365
Hungary

E-invoicing options

Suppliers that are registered on [Taulia.com](https://www.taulia.com) or [E2open](https://www.e2open.com) can create and submit invoices electronically.