



## Invoice guide for Vodafone VGS

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

Vodafone Group Services Limited Baggage House, The Connection, RG14 2FN, Newbury, United Kingdom
--

Vodafone Sales and Services Ltd The Connection, Babbage House, Newbury RG14 2FN, GB (United Kingdom)
--

Vodafone Global Enterprise Ltd Baggage House, The Connection, RG14 2FN, Newbury, United Kingdom
---

- 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

[vgc.invoices@vodafone.com](mailto:vgc.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.