



## Invoice Guide for Vodafone Italy

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
- Full supplier name & address
- Supplier VAT number/Tax number
- Supplier bank details
- Registered name & address of Vodafone

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: IT12934530150VAT: IT08539010010	Vodafone Servizi e Tecnologie S.R.L. Via Lorenteggio 240, 20147 Milano (MI) VAT: IT05288010969VAT: IT12934530150VAT: IT08539010010
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- 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
- If applicable: reference to the applied VAT exemption or intra-community delivery

## Invoicing options:

### 1. E-invoicing:

Italy has introduced obligatory electronic invoicing at 01.01.2019. From this date, only fiscal documents issued in XML electronic format and sent via the Sdl (Sistema di Interscambio) are accepted by the Italian Income Revenue Authorities (Agenzia delle Entrate). For details, please check the article 205 from 27.12.2017 (cd. Legge di Bilancio per il 2018) as reference.

If your company is an exception from the above regulation, you can still send your invoices via email, post and as follows.

2. Sending invoices **via Email**: if you are a supplier not registered within Italy you can still 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](mailto: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

**3. Sending invoice 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