



## Invoice guide for Vodafone Spain

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 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	



- 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** is the primary, most preferred invoicing option due to its wide range of benefits. For suppliers, these key benefits are faster payments, less costs, fewer rejected invoices, increased productivity, enhanced accounts reconciliation as well as improved customer relationships and cash management.

Suppliers that are registered on the [Taulia](#) e-invoicing solution should send their invoices electronically. For further information or enrollment, please reach out to [business-support.es@vodafone.com](mailto:business-support.es@vodafone.com).

- 2.** If e-invoicing is not possible, suppliers should send their invoice **via Post** to the below address:

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