



## 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/Account number
- Supplier name & address
- Supplier VAT number/Tax number
- Supplier bank details
- Registered name & address of Vodafone (see Appendix)
- 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, cost of sales, INP, 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

## 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](#) or [Ariba](#) e-invoicing solutions should send their invoices electronically. For further information or enrollment, please reach out to [accounts-payable.vgs@vodafone.com](mailto:accounts-payable.vgs@vodafone.com).

- 2. If e-invoicing is not possible, suppliers should send their invoice via Email:**

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

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



## Appendix

Co Code	Vodafone Name	Vodafone Registered Office Address
AE00	Vodafone Enterprise Europe Dubai (UK) Ltd	PO Box. 501777, Dubai Internet City Building 01, Office 101, Dubai Internet City, Dubai, United Arab Emirates
AT02	Vodafone Enterprise Austria GmbH	Kohlmarkt 8-10, 1010, Wien, Austria
AU22	Vodafone Enterprise Australia Pty Limited	Level 5, 40 Mount Street, North Sydney 2060, Australia
BE01	Vodafone Enterprise Belgium NV	Malta House, rue Archimède 25, 1000 Bruxelles, Belgium
CH04	Vodafone Enterprise Switzerland AG	BDO Ltd, Fabrikstrasse 50, CH-8031, Zurich, Switzerland
CN03	Vodafone Enterprise Technology Services Shanghai	Unit 558-560, Regus SCB Tower, No. 210 Century Avenue, Pudong District, Shanghai, 200120 China
DE36	Vodafone Enterprise Germany GMBH	Landsberger Strasse 155, 80687, Munich, Germany
DK04	Vodafone Enterprise Denmark A/S	c/o BDO, Havneholmen 29, 1561, København V, Denmark
ES08	Vodafone Enterprise Spain	Avenida de America 115, 28042, Madrid, Spain
FR05	Vodafone Enterprise France SAS	Tour Neptune - 20, Place de Seine, 92400 Courbevoie, France
GBM2	Vodafone Enterprise Europe (UK) Ltd	4490486, The Connection, RG14 2FN, Newbury, United Kingdom
GBM3	Vodafone Enterprise Equipment Limited	4490487, The Connection, RG14 2FN, Newbury, United Kingdom
GBM4	Vodafone Global Network limited	Mountainview, Leopardstown, Dublin 18, Ireland
GBM5	Vodafone Enterprise Globle Limited	Mountainview, Leopardstown, Dublin 18, Ireland
HK04	Vodafone Enterprise Hong Kong Limited	24/F Dorset House, Taikoo Place, 979 King's Road, Quarry Bay, Hong Kong
IE01	Vodafone Group Services Ireland Ltd	C/O VOCH Vodafone Operations Centre Hungary, PO box 345, Budapest 1438, Hungary
IE03	Vodafone Ireland Marketing Ltd	C/O VOCH Vodafone Operations Centre Hungary, PO box 345, Budapest 1438, Hungary
IT13	Vodafone Enterprise Italy SRL	Via Battistotti Sassi 11, 20133, Milano, Italy
JP05	Vodafone Enterprise UK (Japan Branch)	The Imperial Hotel Tower 15F, 1-1-1 Uchisaiwai-cho, Chiyoda-ku, Tokyo 100-0011 Japan
KR00	Vodafone Enterprise Korea Limited	37F Asem tower, 517 Yeongdong-daero, Gangnam-gu, Seoul, Korea, Postal code - 06164
LU12	Vodafone Roaming Services S.a.r.l	Pixel Building, 15, rue Edward Steichen, L-2540 Luxemburg
MY02	Vodafone Global Enterprise (Malaysia) Sdn Bhd	C/O Vodafone Enterprise Singapore PTE Ltd, Asia Square Tower 2, 12 marina view, # 17-01, Singapore - 018961
NL26	Vodafone Enterprise Netherlands BV	Rivium Quadrant 173, 15th Floor, 2909 LC, Capelle aan den IJssel, Netherlands
SE03	Vodafone Enterprise Sweden AB	c/o Hellström advokatbyrå, Box 7305, 103 90, Stockholm, Sweden
SG02	Vodafone Enterprise Singapore Limited/singapore pte ltd	Asia Square Tower 2, 12 Marina View, #17-01, Singapore 018961
<b>TW00</b>	<b>Vodafone Global Enterprise Taiwan Limited</b>	<b>Only received via PRF (Payment request form)</b>
UA00	Vodafone EnterpriseUA LLC	Haydar Street 50, 01033, Kyiv, Ukraine
US25	Vodafone us/ Vodafone inc	560 Lexington Avenue, 8th Floor, New York NY 10022, United States