



Invoice guide for Vodacom

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 (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 not mentioned on the invoice, it will be rejected except for site rentals, electricity, interconnect and roaming vendor's. If the PO has multiple line items, make sure to always specify the PO line numbers as well
- Document type: Invoice /Credit note



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 finopssupplierqueries@vodacom.co.za.

- 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

finopssupplierinvoices@vodacom.co.za

- 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, reference etc) on PDF or Tiff images are not identified by scanning application and it will be rejected.



Appendix

Company Code	Name of the entity	Address
ZA12	Vodacom Pty Ltd	082 Vodacom Boulevard, Vodacom Commercial Park, Vodavalley Postal code: 1685
ZA14	Vodacom Group Limited	VODACOM VODACOM CORPORATE PARK Postal code: 1685, Midrand, SA
ZA15	Vodacom International Holdings (Pty) Ltd.	VODACOM Vodacom Boulevard, 082 Postal code: 1685, Midrand, SA
ZA16	Vodacom Properties No. 1 (Pty) Ltd.	
ZA17	Vodacom Properties No. 2 (Pty) Ltd.	
ZA21	Vodacom Ventures Pty Ltd	
ZA24	Vodacom Payments Services (Pty) Ltd	
ZA30	Vodacom Foundation Trust	
ZA31	YeboYethu Limited	
ZA32	YeboYethu Employee Participation Trust	
ZA36	Wheatfield's Investments 276 no (Pty) Ltd	
ZA41	Vodacom Life Assurance Company (RF) Ltd	
ZA42	Number Portability Company (pty) Ltd	
ZA44	Motifprops1 Pty Ltd	
ZA55	Vodcom Insurance Company (RF) Ltd	
ZA34	Mainstreet 661 Pty Ltd	VODACOM 166 Jan Smuts Av Postal code: 2121, Rosebank, SA
ZA38	Vodacom Financial Services (Pty) Ltd	VODACOM Vodacom Boulevard, 082 Postal code: 2146, Midrand, SA