

Milan, January 2022

To all WPP Group Companies Suppliers in Italy

Subject: Electronic Invoicing (FTE)

Dear Supplier,

The Italian Law 2018 (Law n.205/2017) has introduced the obligation of Electronic Invoicing for all VAT companies established in Italy for the supply of goods and services, also to individuals.

This communication is related to the companies of the WPP Group in Italy that you can find in the list at the bottom of this letter. We ask you to comply with the guidelines specified below (as per the electronic invoicing obligation valid from January 1, 2019 and subsequent amendments) to transmit invoices to the Interchange System (SDI).

To allow the transmission of invoices, we inform you that our SDI code is as follows:

SDI ADDRESS CODE
A4707H7

IN THE CASE OF INDIVIDUALS OR COMPANIES EXCLUDED BY LAW FROM THE NEW ELECTRONIC INVOICING SYSTEM (e.g. individuals or companies who make use of the advantageous regime as to art. 27 co.1 and 2 of DL 98/2011 or of the flat-rate regime as to art.1 co.54-89 of L.190/2014) it is necessary to communicate the cause of exemption together with the sending of the invoices in pdf format (files with other types of formats cannot be uploaded), to the following email address:

invoice@fast-solutions.it

Please note that the above invoices in pdf format must contain the following data:

- VAT NUMBER of the supplier (Your VAT number) in the format of country code and VAT number (for example IT12345678901).
- IBAN Code in the following format (for example IT01A12345123456789101)
- PO number (Purchase Order) it should be noted that for each order must be issued a single invoice.

Multiple .pdf files can be sent with the same email.

The single .pdf file must contain only one invoice and must be named as follows:

AAAA	_		AGENCY	_	INV	_	N°DOC	.	pdf
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If you need to attach documents limited to the invoice sent, you must send a separate file for the attachment, always in .pdf format to the same address as above, named as follows:

AAAA	_		AGENCY	_	INV	_	N°DOC	.	pdf
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AAAA = is the year of the invoice issue. **AGENCY** = is the Company indicated in the list at the bottom of this letter

INV = Invoice **ATT** = Attachment **N°DOC** = is the number of your invoice.

EXAMPLE: 2018_FAST_INV_12345.pdf

Please note that files with incorrect or incomplete nomenclature, sent to the above address (invoice@fast-solutions.it), couldn't be registered, with delay of payment or rejection of the invoice itself.

ATTENTION: We ask you to send to the email invoice@fast-solutions.it only the attachments (orders copies, detailed summary files) of the electronic invoices already transmitted through the SDI. Therefore, please do not send to the same email the courtesy copies of electronic invoices as they are no longer necessary for our administrative management.

Please do not send various communications to this email address otherwise they will not be considered.

Thank you for your attention,
Best regards

FAST SRL

Companies	SDI ADDRESS CODE FTE	AGENCY.pdf (no FTE)
Vmly&rx Srl	A4707H7	SUDLER
Intramed Communication Srl	A4707H7	INTRAMED
Sentrix Global H.C. Srl	A4707H7	SENTRIX
Ogilvy & Mather Srl	A4707H7	OGILVY
OgilvyOne WW SpA	A4707H7	OGYONE
Ogilvy Interactive Srl	A4707H7	OGYINTER
WPP Marketing Communication (Italy) Srl	A4707H7	WPPMKT
VMLY&R Italy Srl	A4707H7	YR
WUNDERMAN THOMPSON S.r.l.	A4707H7	JWTMIL
Fast Srl	A4707H7	FAST
Landor & Fitch S.R.L.	A4707H7	LANDOR
Hogarth Worldwide Italy Srl	A4707H7	HOGARTH
Grey S.r.l.	A4707H7	GREY