Milan, September 2026

To all suppliers of WPP Group companies in Italy

Subject: Mandatory Electronic Invoicing

Dear supplier,
the 2018 Budget Law (Law n.205/2017) introduced the obligation of Electronic Invoicing for all VAT holders established in Italy for the sale of goods and for the provision of services, including to private individuals.

This communication relates to the companies of the WPP Group in Italy which you find in the list at the bottom of the letter, for which we ask you to comply with the guidelines specified below (as per the electronic invoicing obligation valid from January 1st 2019 and subsequent amendments).

In order to allow you to send invoices, we inform you that our SDI code is as follows:

RECIPIENT CODE
A4707H7

PLEASE TAKE NOTE WELL!

From January 1st2024, the electronic invoicing obligation has been extended to all taxpayers in the advantageous and flat-rate regime, implementing the provisions of Legislative Decree no. 36/2022.

Therefore, foreign subjects, occasional services as they do not have a VAT number (issue of receipt) and particular categories of services in the healthcare sector remain exempt from electronic invoicing (in this case please communicate the reason for the exemption).

In these cases, please send the invoices in PDF format (files with other types of formats cannot be uploaded) to the following email address:

invoice@fast-solutions.it

We remind you that the above PDF invoices must contain the following data:

- VAT number of the supplier (your VAT number) in the format of the country abbreviation and VAT number (for example IT12345678901);
- IBAN code in the following format (for example IT01A1234512345123456789101);
- ODA number (Purchase Order) please note that one single invoice must be issued for each order.

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

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

YYYY	**_**	**AGENZIA**	**_**	**INV**	**_**	**N°DOC**	**.**	**pdf**

In the event that there is a 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 above, named as follows:

YYYY	**_**	**AGENZIA**	**_**	**ATT**	**_**	**N°DOC**	**.**	**pdf**

YYYY = is the year the invoice was issued**. AGENCY =** is the Company indicated in Annex "A". **INV =** Invoice **ATT =** Attachment. **DOC N°** = is the number of your invoice.

EXAMPLE: 2026_WPP_INV_12345.pdf

We remind you that files with incorrect or incomplete nomenclature, transmitted to the above address (invoice@fast-solutions.it) could cause failure to register the invoice with consequent delay in payment or refusal of the invoice itself.

Furthermore, reminders and various communications must not be sent as they will not be taken into consideration; even courtesy copies of electronic invoices are no longer necessary for our administrative department.

We thank you for your attention and send our best regards.

WPP MARKETING COMMUNICATION (ITALY) SRL

Agency Name	Recipient Code FTE	Name for file nomenclature .pdf (no FTE)
Vml Health Srl	**A4707H7**	SUDLER
Intramed Communication Srl	**A4707H7**	INTRAMED
Ogilvy & Mather Srl	**A4707H7**	OGILVY
OgilvyOne WW Srl	**A4707H7**	OGYONE
Ogilvy Interactive Srl	**A4707H7**	OGYINTER
WPP Marketing Communication (Italy) Srl	**A4707H7**	WPPMKT
VML Italia Srl	**A4707H7**	YR
Landor S.R.L.	**A4707H7**	LANDOR
WPP Production Italy Srl	**A4707H7**	HOGARTH
Grey S.r.l.	**A4707H7**	GREY

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