
NTNU's suppliers

Invoice Address and Marking of Invoices to NTNU

From 1 January 2023, the Norwegian University of Science and Technology (NTNU) will use the services of The Norwegian Agency for Public and Financial Management (DFØ). This will result in changes to the invoice receipt address, and the correct addresses are shown below.

The new system also entails a new structure for order numbers. From 1 January 2023, the order numbers at NTNU will be a serial number starting with: 600000000.

From 1 January 2023, orders from NTNU will be sent from the following e-mail addresses:

ikke-svar@dfo.no

no-reply@dfo.no

Please ensure that any spam filters will be opened to these addresses. We also ask that you open spam filters for the following email address:

ikke-svar=dfo.no@mg.dfo.no

Invoice address for electronic invoices

The invoice must be addressed to NTNU and sent to:

- EHF: NO974767880
- NTNU PEPPOL address: 0192: 974767880

For information on how to send electronic invoices, please see:

<https://www.ntnu.edu/contact/invoice>

Requirements concerning marking of invoices

NTNU uses electronic invoicing. We therefore ask that our suppliers send electronic invoices and pay attention to the points below.

Address	Org. no. 974 767 880	Location	Phone	Executive officer
7491 Trondheim	kontakt@okavd.ntnu.no	Sverres gate 10 Akrinn Øst, Kalvskinnet 2.-4. etg.	+47 73595000	
Norway	www.ntnu.no/adm/okavd/seksj on-anskaffelser-innkjop			

Please address all correspondence to the organizational unit and include your reference.

To ensure an efficient billing process and avoid delays:

- All invoices must contain information in accordance with the standard bookkeeping requirements.
- The invoice must be addressed to NTNU. Please make sure to use the correct invoice address.
- All invoices to NTNU must have a reference to a valid order number (Example 6000xxxxx).
- Each invoice can only contain one purchase order number.
- Invoices sent to NTNU are electronically read and interpreted. In order to avoid misinterpretation of the information, we do not allow handwritten text or markings on invoices.

If the invoice that you have sent to NTNU does not fulfill the above requirements, then it will be returned to the payment receiver.

PDF-invoices

- Suppliers outside Norway can send invoices as PDF attachment by e-mail to invoice@okavd.ntnu.no
- Norwegian suppliers cannot send PDF invoices to NTNU.
- Emails received with valid invoice files (PDF) are forwarded to automatic interpretation and verification.
- Appendices and specifications must be attached in the same file as the invoice, otherwise they will neither be handled nor returned.
- Unsupported files or separate appendices and specifications will not be handled or returned.
- Text in subject or content will not be read or handled.
- Links to invoices in content will not be handled.

Invoices without a valid order number will be rejected and returned to the supplier.