

NTNU's suppliers

Invoice Address and Marking of Invoices to NTNU

The Norwegian University of Science and Technology (NTNU) are using the services of The Norwegian Agency for Public and Financial Management (DFØ).

Purchase orders from NTNU will be sent from DFØ, and we ask that you open spam filters for the following e-mail addresses:

ikke-svar@dfo.no

no-reply@dfo.no

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

The order numbers at NTNU are a 9-digit serial number starting with: 600000000.

Invoice address for electronic invoices

The invoice must be addressed to NTNU and sent to:

- EHF: NO974767880
- PEPPOL: 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.

- The invoice or credit note must be typewritten and addressed to NTNU.
- All invoices must contain information in accordance with standard bookkeeping requirements.
- Cumulative or collective invoices, meaning an invoice that contains multiple single invoices, will not be accepted.

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	http://www.ntnu.no/adm/okavd/seksjon-anskaffelser-innkjop			

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

- All invoices must refer to one of NTNU's valid purchase order numbers, which contains 9 digits (for example 6000xxxxx).
 - In electronic/PEPPOL invoices, the order number must be entered in the field: **Invoice/OrderReference/ID**. Please note that this field should only contain our order number.
- If an order number is not provided, please refer to one of NTNU's 8-digit cost center numbers instead.
 - In electronic/PEPPOL invoices, the cost center number must be entered in the field **Invoice/BuyerReference/ID**. In this case, only our cost center number should be entered in this field.

Please note that if the invoice sent to NTNU does not fulfill the above requirements, it will not be processed nor returned to sender.

PDF-invoices

- Suppliers outside of Norway may send their invoices and credit notes as pdf-attachments by email to invoice@okavd.ntnu.no
 - This email address is only used for receiving pdf-invoices and credit notes. For any other inquiries, please contact us at kontakt@okavd.ntnu.no.
- Do not include any invoice details in the email. Only the pdf-attachment will be automatically uploaded and registered in our system. Because of this, any text or links in the subject or body of emails will not be opened, read, or processed.
- Do not attach any additional attachments in the email. Any appendices or specifications must be included in the same file as the invoice/credit note.
- It's also important not to include any handwritten text or markings on the invoice, as the email will be forwarded to automatic interpretation and verification in our system. Any handwritten notes or other markings may lead to misinterpretation of the information on the invoice.
- Invoices that are sent via email with unsupported files or separate appendices or specifications will not be processed nor returned to sender.

Payment reminders or debt collection notices

Both Norwegian and international suppliers can send us reminders, debt collection notices/claims, or interest notes via email. These should be sent to: kontakt@okavd.ntnu.no.

Please use the subject field to briefly describe your submission, such as "Reminder of payment".