# Invoice information in FOTS

To ensure correct and efficient invoice handling, follow these procedures when filling in your FOTS application:

1. Order the handling of your FOTS application through NTNUs system for purchasing, Basware, either by sending an e-requisition or by contacting your purchasing representative. Use the **Mattilsynet – FOTS** link in Basware.
2. Remember to write the FOTS-number in your purchase order form.

You also need to add the costs:

Application for changes:              1565 NOK

Application for a pilot study:      3915 NOK

Application for a new project:   6265 NOK

1. Ask your purchasing representative for the order number (N-number) from Basware and use this number as “Invoice reference” in FOTS.
2. Use NTNU’s e-invoicing address as Invoice address in FOTS:

EHF: NO 974767880

(Add x to the bottom two text boxes to make FOTS accept your application)