# 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, either by sending an e-requisition or by contacting your purchasing representative. The Food Safety Authorities are registered in the system.

Remember to write the FOTS-number in your purchase order form.

You also need to add the costs:

Application for changes:              1470 NOK

Application for a pilot study:      3675 NOK

Application for a new project:   5875 NOK

1. Ask your purchasing representative for the order number from Basware and use this number as “Applicant’s ref.nr” in FOTS.
2. Use NTNUs billing address as Invoice address in FOTS:

NTNU, Felles Fakturamottak  
Postboks 50, Økern  
0508 Oslo