# 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, Unit4, either by sending an e-requisition or by contacting your purchasing representative. Use the **Mattilsynet – FOTS**. Register the order as a requisition.
2. Remember to write the FOTS-number in your purchase order form.

You also need to add the costs. For updated prices, see our general price list on the front page.

1. Ask your purchasing representative for the order number from Unit4 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)