
NTNU Suppliers

Invoice Address and Marking Requirements of Invoices to NTNU

NTNU's invoice address

- NTNU, Felles fakturamottak, P O Box 50, Økern, N-0508 Oslo, Norway

Invoice address for electronic invoice

The invoice must be addressed to NTNU and sent to:

- E2B: NO974767880MVA
- EHF: NO974767880
- NTNU GLN Number: 7080003195371
- NTNU PEPOL address: 0192: 974767880

For information on how to send electronic invoice see:

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

Requirements concerning marking of invoices

NTNU is handling many electronic invoices on a daily basis but are still receiving invoices in other formats (example PDF). We are therefore requesting that all suppliers send only electronic invoices and are aware of the following points.

To ensure an efficient billing process and avoid delays:

- The invoice must be addressed to NTNU.
- All invoices must contain information in accordance to the standard book keeping requirements.
- Use the correct invoice address.
- All invoices to NTNU must have a reference to a valid order number (Example 21UVxxxxx).
- Hand written text/marking is not allowed due to the fact that the basis information may be electronically misinterpreted.

Address	Org. no. 974 767 880	Location	Phone	Executive officer
7491 Trondheim Norway	kontakt@okavdntnu.no www.ntnu.edu/contact/invoice	Sverresgate 10. Akrinn Øst	+47 73595000	

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 mail to pdf.ntnu@bscs.basware.com
- Norwegian Suppliers can not send PDF invoices after 01.10.2019.
- 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.

The order number will be shown on the order form sent by e-mail from the shipping address order@ibxplatform.com to your order address, possibly as a direct integrated order in your ordering system.

For you as a supplier, this means that confirmation for an order is approved in advance and that the appurtenant invoice will be expedited effectively for payment within the agreed deadline for payment.

For information about e-invoicing, contact kontakt@okavd.ntnu.no