

Contact MACTEC Procurement for:

- Insurance
- Subcontracts
- Work Orders

Email these inquiries to:
procurementinquiry@mactec.com

All invoices must be sent to:

1105 Lakewood Parkway
Suite 300
Alpharetta, GA 30004
ATTN: AP Processing

Contact MACTEC Accounts Payable for:

- Account Questions and Concerns
- Address Changes
- Credit Memos
- Invoice Processing and Requirements
- Payment Status

Email these inquiries to:
vendorinquiry@mactec.com

Required Information for Invoices

The following information should
appear on each invoice submitted
to MACTEC:

- » Name of supplier
- » Remit address
- » Invoice date
- » UNIQUE supplier invoice number
- » MACTEC purchase order and
line item numbers
- » Description, price, and quantity
of goods and/or services rendered
- » MACTEC contact name and
office location (person who
ordered goods and/or services)
- » Other substantiating
documentation or information
required by the contract

1105 Lakewood Parkway
Suite 300
Alpharetta, GA 30004
Phone: 770.360.0600
Fax: 866.454.9263
vendorinquiry@mactec.com
procurementinquiry@mactec.com
www.mactec.com/vendors



What Suppliers Need to Know



engineering and constructing
a better tomorrow

770.360.0600
www.mactec.com

