



Dear Vendor:

The following is the information requested to establish a credit account. The Georgia Institute of Technology (Georgia Tech) is a unit of the University System of Georgia and the State of Georgia. If you have any questions, or need additional information, please contact Procurement and Business Services at 404-894-5000.

GENERAL INFORMATION:

FEI Number: 58-6002023
DUNS Number: 00-332-1619
NAICS Code: 611310

BANK REFERENCE:

Bank of America

Inquires must be sent in writing.

Attn: Government Account Validations/Inquires

Subject: Please provide the requested information for Georgia Institute of Technology

Fax: 415-343-9304

GEORGIA TECH FINANCIAL REPORTS

The Georgia Tech Financial reports are available at: <https://finance.gatech.edu/georgia-tech-financial-statements>

PRIMARY DELIVERY OF INVOICES: apinvoices@gatech.edu (only 1 invoice per email)

SECONDARY DELIVERY OF INVOICES:

Georgia Institute of Technology
Business Services – Attn: Accounts Payable
711 Marietta Street, Atlanta, GA 30318

Georgia Tech requires purchases to be made with a purchase order. All Georgia Tech purchase orders have a unique 10- digit number. The purchase order number should be reflected on every invoice. Standard payment terms are net 30 days. For payment information contact 404-894-5000 or <https://gatech.service-now.com/guest>

Payment inquiries can also be done online at any time via our website:
https://lite.gatech.edu/lite_script/dashboards/purchase_order_inquiry.html

Georgia Tech is a state entity and bound by those laws preventing payment of penalties and interest charges.

Abbie Coker Director of Accounts Payable & Travel

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Abbie Coker
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