



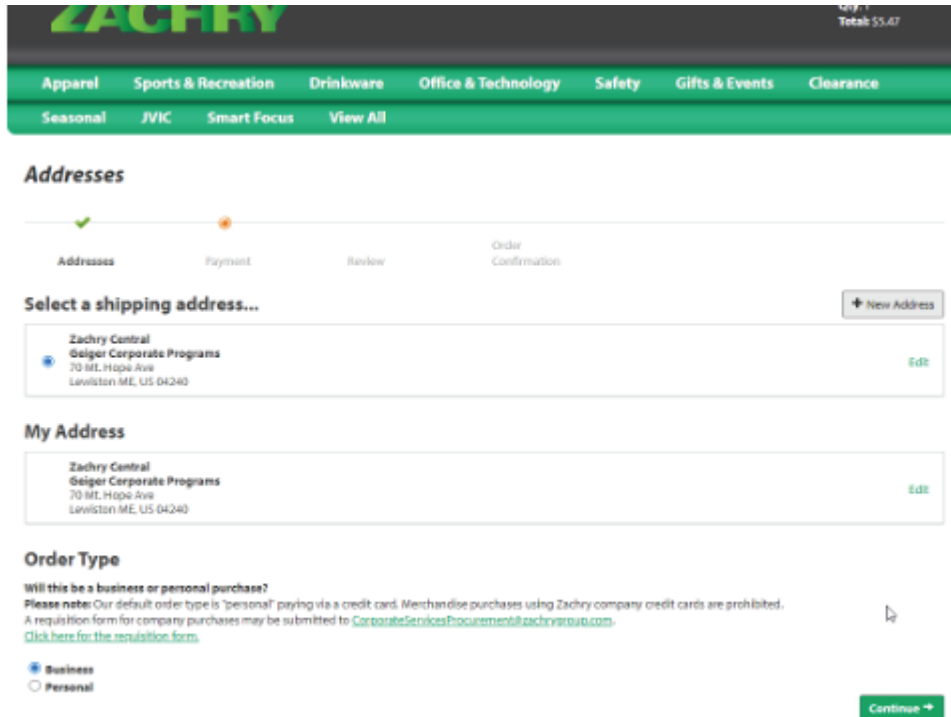
Please visit us at [ZACHRYCENTRAL.COM](http://ZACHRYCENTRAL.COM)

**Merchandise purchases using Zachry company credit cards are prohibited.  
A requisition form for company purchases may be submitted  
to [CorporateServicesProcurement@zachrygroup.com](mailto:CorporateServicesProcurement@zachrygroup.com).  
[Click here for the requisition form.](#)**

Please fill out your requisition form and supply to your procurement team and/or email address above. Please ask the procurement team to get "Officer Approval" of the PO if it is above \$200.

Once an approved Purchase Order is provided to the buyer/procurement contact, please select and cart your items in our basket on the webstore of Zachry Central.

Please see a screen shot after carting your items. Double check your shipping address and MY ADDRESS (otherwise known as billing address). If you wish to pay with a PO, please select Order Type as Business, and continue.



From Addresses page you will be taken to the Payment page. Here since this is a business purchase with officer approval, you will enter the Purchase Order # and billing address.

### Payment



### Shipping

Zachry Central  
Geiger Corporate Programs  
70 ML Hope Ave  
Lewiston, ME, USA 04240  
[View Items](#)

UPS Ground Commercial (SM) - \$0.00

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### Billing

Invoice

Purchase Order #

Buyer Address

First Name: Zachry      Last Name: Central

Country: USA

Region: MAINE

Company: Geiger Corporate Programs

Shipping Address: 70 ML Hope Ave

At the Review page ensure you have the correct details as is on your PO. PLACE ORDER and an Order Confirmation number will be provided. Geiger asks that you then provide the web order number along with a copy of your purchase order be sent to [CS@geiger.com](mailto:CS@geiger.com).

Thank you for assisting us in expediting your order process!

Thank you for your interest in the Zachry Central products!