



19 September 2023

### **Changes to Zespri's Payments**

Dear Zespri Supplier,

We are writing to let you know that we are making a change to improve how we streamline payment processes for our vendors. The purpose is to manage invoice processing more efficiently.

To do that, we need to create a new email address for your invoices to be sent to.

**From 10 October the existing email [ap.invoice.processing@zespri.com](mailto:ap.invoice.processing@zespri.com) will become obsolete.**

### **From 10 October, all suppliers will need to:**

- Send invoices for payment to our new email address [EU.invoice.processing@zespri.com](mailto:EU.invoice.processing@zespri.com)  
**Any invoices sent to this address before 10 October will not be processed.**
- Quote Zespri's purchase order number on all eligible invoices.
- Provide invoices in **PDF format**. Please note invoices sent as Word documents cannot be processed.
- Please use [accounts.payable\\_EU@zespri.com](mailto:accounts.payable_EU@zespri.com) for the following:
  - Hyperlinks to invoices
  - Password protected invoices
  - Statements
  - All other queries

If you have any questions about the change relating to our purchasing process, you can email us at [accounts.payable\\_EU@zespri.com](mailto:accounts.payable_EU@zespri.com).

Best regards,  
Ash Stanford  
Group Shared Services Manager