



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 will become obsolete.

From 10 October, all suppliers will need to:

- Send invoices for payment to our new email address: 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@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@zespri.com.

Best regards,
Ash Stanford
Group Shared Services Manager