



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 invoices sent to:**

<p>Zespri Fresh Produce Italy Zespri Fresh Produce Italy SRL – Greek Branch</p>	<p><b>Must be sent to new email address:</b> <a href="mailto:GR.invoice.processing@zespri.com">GR.invoice.processing@zespri.com</a></p> <p><b>Any invoices sent to this address before 10 October will <u>not</u> be processed.</b></p> <p>Please use <a href="mailto:accounts.payable.it@zespri.com">accounts.payable.it@zespri.com</a> for the following:</p> <ul style="list-style-type: none"> <li>- Hyperlinks to invoices</li> <li>- Password protected invoices</li> <li>- Statements</li> <li>- All other queries</li> </ul>
<p>Zespri International Europe NV</p>	<p><b>Must be sent to new email address:</b> <a href="mailto:GR.invoice.processing@zespri.com">GR.invoice.processing@zespri.com</a></p> <p><b>Any invoices sent to this address before 10 October will <u>not</u> be processed.</b></p> <p>Please use <a href="mailto:accounts.payable_EU@zespri.com">accounts.payable_EU@zespri.com</a> for the following:</p> <ul style="list-style-type: none"> <li>- Hyperlinks to invoices</li> <li>- Password protected invoices</li> <li>- Statements</li> <li>- All other queries</li> </ul>
<p>Zespri International Limited Zespri Group Limited</p>	<p><b>Must be sent to new email address:</b> <a href="mailto:GR.invoice.processing@zespri.com">GR.invoice.processing@zespri.com</a></p> <p><b>Any invoices sent to this address before 10 October will <u>not</u> be processed.</b></p> <p>Please use <a href="mailto:accounts.payable@zespri.com">accounts.payable@zespri.com</a> for the following:</p> <ul style="list-style-type: none"> <li>- Hyperlinks to invoices</li> <li>- Password protected invoices</li> <li>- Statements</li> <li>- All other queries</li> </ul>



**All suppliers must:**

- 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.

Best regards,  
Ash Stanford  
Group Shared Services Manager