



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 invoices sent to:

Zespri Fresh Produce Italy	<p>Continue with existing process – NO change.</p> <p>Please use accounts.payable.it@zespri.com for the following:</p> <ul style="list-style-type: none"> - Hyperlinks to invoices - Password protected invoices - Statements - All other queries
Zespri Fresh Produce France	<p>Must be sent to new email address: EU.invoice.processing@zespri.com</p> <p>Any invoices sent to this address before 10 October will <u>not</u> be processed.</p> <p>Please use accounts.payable.it@zespri.com for the following:</p> <ul style="list-style-type: none"> - Hyperlinks to invoices - Password protected invoices - Statements - All other queries
Zespri International Italy	<p>Continue with existing process – NO change.</p> <p>Please use accounts.payable_EU@zespri.com for the following:</p> <ul style="list-style-type: none"> - Hyperlinks to invoices - Password protected invoices - Statements - All other queries



<p>Zespri International Europe NV Zespri Service Centre NV</p>	<p>Must be sent to new email address: EU.invoice.processing@zespri.com</p> <p>Any invoices sent to this address before 10 October will <u>not</u> be processed.</p> <p>Please use accounts.payable_EU@zespri.com for the following:</p> <ul style="list-style-type: none"> - Hyperlinks to invoices - Password protected invoices - Statements - All other queries
<p>Zespri International Limited Zespri Group Limited Zespri Innovation Limited Zespri Global Supply</p>	<p>Must be sent to new email address: EU.invoice.processing@zespri.com</p> <p>Any invoices sent to this address before 10 October will <u>not</u> be processed.</p> <p>Please use accounts.payable@zespri.com for the following:</p> <ul style="list-style-type: none"> - Hyperlinks to invoices - Password protected invoices - Statements - All other queries

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.

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