

Etex Invoice Processing Automation: Please update our email address

18 May 2023

Dear Valued Business Partner,

We're pleased to inform you that Etex Australia will be implementing a new invoice processing system, Vendor Invoice Management (VIM) using Optical Character Recognition (OCR) Technology, from **22nd May 2023**. The new system will help optimise our business processes to increase the number of invoices processed automatically, reduce the risk of errors, and increase approval times.

The new process will utilize OCR technology and we request you to use **one** of the following identification numbers **on all your invoices** from 22nd May 2023:

- linked purchase order number
- shipment ID number
- cost center number
- internal order number

Every invoice should be sent in PDF format and as a separate file. Please do not combine multiple invoices into one PDF. Our system will not accept combined invoices or other file formats.

A new email address will be operational for the exclusive receipt of invoices: invoices.au@etexgroup.com. Starting **22nd of May**, please forward your invoices to this inbox. Invoices not sent to this inbox will not be processed automatically and may result in delays in payment. The new email address will be specified on the PO outputs that you receive, but we request that you update your system accordingly.

Other enquiries or statements can still be sent to payables.etex.au@etexgroup.com. Enquiries and statements sent elsewhere will not be attended to.

Please forward this email to the responsible person/department at your company. Replies to this email will not be monitored, but you are welcome to send any questions to payables.etex.au@etexgroup.com.

Kind Regards,



Russell Raihan
Regional Head of Finance (APAC)