



Instructions: When there is not an "Official" Invoice to request payment, complete the information on this form.

1. You must fill in all of the fields below and the form must be accompanied with supporting documentation.

2. Save submission as 1 single PDF file prior to submitting to nassapinvoicesubmission@pepsico.com

3. The form can be used for the following invoice/payment type activity: Taxes/Legal Settlements/Business Licenses/Fines/Donation/sponsorship.

SAP Payment Request Substitute Invoice Form

To be filled by Requestor

Vendor Type	S4
Vendor Name:	H.B. Fuller
Vendor Number:	2000031802
Company Code:	US01
Remit To Address : (Must match the address in the AP system)	H.B Fuller Company 1200 Willow Lake Boulevard St. Paul MN 55110
Special Handling needed:	No
Attn:	
Address:	
Overnight delivery required: (if yes provide account # or CC below)	
FedEx or UPS, & Provide Number:	
FedEx or UPS account #	
Cost Center (If No FedEx/UPS Number):	
Transaction type: Choose only 1 option - Invoice or Credit Memo from the dropdown	Invoice
Invoice Date:	10/21/2025
Invoice #: Limited to 16 characters - REQUIRED	31701523
Purchase Order # Not required if non-PO	4503663094
Payment GROSS Amount:	\$212.08
Tax Amount (if applicable)	
Payment NET Amount:	\$212.08
Currency (USD or CAD)	USD
Header Text:	
Requestor Name:	Jake McGibbeny
Requestor email	jake.mcgibbeny@pepsico.com
1st Level Approver Name	
1st Level Approver Email Id/GPID	
Date Requested:	10/21/2025
GL Coding (6 digits)	100000
Cost Center (if applicable)	1K13100000
Profit Center (if applicable)	
WBS Element (if applicable)	
For Assistance On This Form submission please contact:	
Raise service now ticket(Snow)	PepsiCo - Sign In



H.B. Fuller Company
PO Box 64443
St. Paul MN 55110

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Order Acknowledgement 0031701523 of date 09/24/2025

Customer Service Specialist: TODD SCHOMMER		Sales Rep: JASON CONOVER	
Email: TODD.SCHOMMER@HBFULLER.COM			
Sold-To party: 45000886		Ship To Party: 55001290	
PEPSI-COLA GENERAL BOTTLERS INC		PEPSI AMERICAS	
STE 1300		3245 HILL AVENUE	
1475 E WOODFIELD RD		TOLEDO OH 43607	
SCHAUMBURG IL 60173			
Purchase Order No: 4503663094 dated of 09/24/2025			

		Tel: 773-451-4463
Bill To:	0025000893 : PEPSI AMERICAS, ATTN TIM MENCHHOFFER, 3245 HILL AVENUE, TOLEDO OH 43607	

Payment Terms:	Net 120 Days	Total Gross Weight:	7,217.667 LB
Delivery Term:	CARRIAGE INSURANCE PAID	Total Net Weight:	6,841.390 LB
Shipping Point:	TUCKER US NAA		
Requested delivery date:	10/18/2025		
Best available delivery date:	10/18/2025	Freight Flag:	Prepaid

Line Item No	Material No/ Description Customer Material No /CMIR Text EAN No/ Customs Tariff No	Quantity Quantity in Price	UoM UoM	Price/Unit	Total USD
10	15002532 Swift@therm LT PHC7005 PE BX 17.24 KG 3506.91.5000	180.00 6841.390	BOX LB		
	Net Weight: 6,841.390 LB				
	Gross Weight: 7217.667 LB				
	Price			1.77 USD / LB	12,109.26
	Net Value for Item				12,109.26
Sum of Line Item Nos					12,109.26
Freight Surcharge					212.08
Total					12,321.34

We are making it easier than ever to place orders and find the information you need. Experience the improved functionality and features of our new eStore.

Email eStore@hbfuller.com to request a login or contact your H.B. Fuller representative for more information.

We acknowledge receipt of your order. Due to the current market situation, delivery dates and volumes set out here are estimates only. We will provide updates regarding these dates and volumes as soon as we are able, but please note that these might change at short notice. Thank you in advance for your understanding.

From: SPA - PepsiCo Nass AP Invoice Submission <nassapInvoiceSubmission@pepsico.com>
Sent: Tue, 21 Oct 2025 14:34:53 (UTC)
To: svcimagingspaboxprod@pepsico.com
Subject: FW: Toledo VIM

Original Number of Attachments : 1
Original Attachment Names: SKM_C451i25102109330.pdf
Number of forwarded PDF's: 1
Number of forwarded Non PDF files: 0

From: McGibbeny, Jake {PEP} <Jake.McGibbeny@pepsico.com>
Sent: Tuesday, October 21, 2025 2:34:16 PM
To: SPA - PepsiCo Nass AP Invoice Submission <nassapInvoiceSubmission@pepsico.com>
Subject: Toledo VIM

Jake McGibbeny 📞 😊
Raw Materials Coordinator
Pepsi Beverages Company
3245 Hill Ave
Toledo, OH 43607
Office: (419) 534-4304
Mobile: (419) 351-6923

From: Jake.McGibbeny@pepsico.com <Jake.McGibbeny@pepsico.com>
Sent: Tuesday, October 21, 2025 10:33 AM
To: McGibbeny, Jake {PEP} <Jake.McGibbeny@pepsico.com>
Subject: Message from KM_C451i