



**PEPSICO**  
Global Business Service

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

1. Fill in the Description field below with the payment type - for example: Donation / Taxes / Other
2. You must fill in *all* of the fields below and the form must be accompanied with supporting documentation
3. Save as 1 single PDF file (Form & supporting documents) prior to submitting to [nassapinvoicesubmission@pepsico.com](mailto:nassapinvoicesubmission@pepsico.com)
4. The form can be used for the following invoice/payment type activity:

**Non-PO Invoice**  
**SAP Payment Request**  
**Substitute for Invoice Form**

Vendor Name:	High Winds Casino
Vendor Number:	2000646258
Company Code:	US05
Legal Entity Description:	PepsiCo Beve Sales,LLC
Remit To Address :	High Winds Casino
(Must match the address in the AP system)	61475 East 100 Road
	Miami, OK 74354
Special Handling needed:	
Attn:	Vendor License Agent
Address:	
Overnight delivery required:	
(if yes provide account # or CC below)	
(Circle) FedEx or UPS, & Provide Number:	FedEx / UPS #:
Cost Center (If No FedEx/UPS Number):	
Transaction type:	Invoice
	*choose only 1 option - Invoice or Credit Memo from the dropdown
Invoice Date:	
Invoice #:	OGC-092425
	*Limited to 16 characters
Purchase Order #	
(not required if non-PO)	(not required if non-PO)
Payment GROSS Amount:	\$1,325.00
Tax Amount (if applicable):	\$0.00
Payment NET Amount:	\$1,325.00
Currency	USD
Header Text:	High Winds Casino
Requestor Name:	Kristie Wilson
Requestor email	<a href="mailto:kristie.wilson@pepsico.com">kristie.wilson@pepsico.com</a>
Date Requested:	9/24/2025

Submit to [nassapinvoicesubmission@pepsico.com](mailto:nassapinvoicesubmission@pepsico.com)

1 PDF with Form and supporting documents

## WILSON, KRISTIE {PEP}

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**From:** Mandy Jones <vendorlicenseagentogc@gmail.com>  
**Sent:** Monday, September 15, 2025 10:03 AM  
**To:** WILSON, KRISTIE {PEP}; Taylor, Michael {PEP}  
**Subject:** Re: Pepsi Vendor Registration Fees Due

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

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**WARNING:** Email originated outside of PepsiCo.

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The current total amount due is \$1,325.00. I've broken it down below, let me know if you have any questions. I appreciate your help with this!

\$500.00 annual registration fee (includes 5 employees)

Steven Ensley,  
Lloyd Guerrero Jaura,  
Arielle Hartley,  
Jolle Jolles,  
Kristian Manion,

11 additional employees \$75/each = \$825.00

Lance Meehl,  
Justin McClure,  
Andrew Mustain,  
Cameron Osborn,  
Jeffery Perry,  
Jessealan Powers,  
Bradley Prater,  
Paul Sanders,  
Michael Taylor,  
Brian Tucker,  
Cassandra White

Thanks,

**From:** SPA - PepsiCo Nass AP Invoice Submission <nassapInvoiceSubmission@pepsico.com>  
**Sent:** Wed, 24 Sep 2025 19:08:32 (UTC)  
**To:** svcimagingspaboxprod@pepsico.com  
**Subject:** FW: Non PO Payment Request

Original Number of Attachments : 1  
Original Attachment Names: High Winds Casino Non PO Payment Request 092425.pdf  
Number of forwarded PDF's: 1  
Number of forwarded Non PDF files: 0

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**From:** WILSON, KRISTIE {PEP} <KRISTIE.WILSON@pepsico.com>  
**Sent:** Wednesday, September 24, 2025 7:08:10 PM  
**To:** SPA - PepsiCo Nass AP Invoice Submission <nassapInvoiceSubmission@pepsico.com>  
**Subject:** Non PO Payment Request

Thank you,

*Kristie Wilson*  
Pepsi Beverages Company  
Associate Administrative Assistant  
kristie.wilson@pepsico.com  
417-626-3901

