



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 submission as 1 single PDF file prior to attaching to SharePoint request
4. The form can be used for the following invoice/payment type activity:
5. Submit PDF form to --> NASSAPInvoiceSubmission@PepsiCo.com

Non-PO Invoice SAP Payment Request Substitute Invoice Form

Vendor Name:	Cap Logistics
Vendor Number:	2000024265
Company Code:	US01 <small>*choose from from the dropdown</small>
Remit To Address : <small>(Must match the address in the AP system)</small>	CAP Air freight 13704 Ramkin Circlee E Houston, TX 77073
Transaction type:	Invoice <small>*choose only 1 option - Invoice or Credit Memo from the dropdown</small>
Invoice Date:	10/10/2024
Invoice #:	2409A7096 <small>*Limited to 16 characters</small>
Purchase Order # <small>(not required if non-PO)</small>	 <small>(not required if non-PO)</small>
Payment GROSS Amount:	
Tax Amount (if applicable):	\$0.00
Payment NET Amount:	\$1,575.00
Currency	USD
Header Text:	Plant to plant transfer
Requestor Name:	Kenneth Sandoval
Requestor email	Kenneth.sandoval@pepsi.com
Date Requested:	7/7/2025

For Assistance On This Form submission please contact:

NASSAPSpecialRequest@pepsi.com

From: SPA - PepsiCo Nass AP Invoice Submission <nassapInvoiceSubmission@pepsico.com>
Sent: Thu, 28 Aug 2025 18:15:03 (UTC)
To: svcimagingspaboxprod@pepsico.com
Subject: FW: Inv - 2409A7096

Original Number of Attachments : 2

Original Attachment Names: 2409A7096 MAILED111924083028.pdf,cap logistics -
2409A7096 (7-7).pdf

Number of forwarded PDF's: 2

Number of forwarded Non PDF files: 0

From: Sandoval, Kenneth {PEP} <Kenneth.Sandoval@pepsico.com>
Sent: Thursday, August 28, 2025 6:13:30 PM
To: SPA - PepsiCo Nass AP Invoice Submission <nassapInvoiceSubmission@pepsico.com>
Subject: Inv - 2409A7096

Thank You,

KENNETH SANDOVAL

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