



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 nassapinvoicessubmission@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:	Link Snacks Inc
Vendor Number:	2003180233
Company Code:	US29
Remit To Address : <i>(Must match the address in the AP system)</i>	Link Snacks Inc PO Box 427 Minong, WI 54859-0427
Special Handling needed:	No
Attn:	
Address:	
Overnight delivery required: <i>(if yes provide account # or CC below)</i>	
FedEx or UPS, & Provide Number:	
FedEx or UPS account #	
Cost Center (If No FedEx/UPS Number):	
Trnsaction type: <i>Choose only 1 option - Invoice or Credit Memo from the dropdown</i>	Credit Memo
Invoice Date:	6/26/2025
Invoice #: <i>Limited to 16 characters - REQUIRED</i>	DM010
Purchase Order # <i>Not required if non-PO</i>	
Payment GROSS Amount:	\$159,422.55
Tax Amount <i>(if applicable)</i>	\$0.00
Payment NET Amount:	\$159,422.55
Currency (USD or CAD)	USD
Header Text:	JL Equipment - Q1 2025
Requestor Name:	Sean Dougherty
Requestor email	Sean.Dougherty@pepsico.com
1st Level Approver Name	Mark Spiegel
1st Level Approver Email id/GPID	Mark.A.Spiegel@pepsico.com
Date Requested:	11/20/2025
GL Coding (6 digits)	645100
Cost Center (<i>If applicable</i>)	2358341417
Profit Center (<i>If applicable</i>)	4FUSL00000
WBS Element (<i>If applicable</i>)	
For Assistance On This Form submission please contact:	Mark Spiegel
Raise service now ticket(Snow)	PepsiCo - Sign In

Frito Lay NA

DEBIT MEMO

7701 Legacy Drive
Plano, TX 75024

SHOPPER BUDGET	PROJECT NAME	WBS/COST CENTER	PROJECT START DATE	PROJECT END DATE
JL Equipment	Equipment	0473	1/1/2025	12/31/2025

BILL TO	INVOICE # (5 digits)	DATE	TERMS
Jack Link's Beef Jerky	DM010	6/26/2025	Net 14 days

Jack Link's Beef Jerky
PO Box 397
One Snackfood Lane
Minong WI 54859
715-466-2234

Thank you for your business!

From: SPA - PepsiCo Nass AP Invoice Submission <nassapInvoiceSubmission@pepsico.com>
Sent: Mon, 24 Nov 2025 23:08:49 (UTC)
To: svcimagingspaboxprod@pepsico.com
Subject: FW: Jack Links Credit Memo - Action Required - Q1 2025 (Email 1 of 2)

Original Number of Attachments : 1

Original Attachment Names: Jack Links Q1 2025 Credit Memo -- \$159,422.55.pdf

Number of forwarded PDF's: 1

Number of forwarded Non PDF files: 0

From: Dougherty, Sean {PEP} <Sean.Dougherty@pepsico.com>
Sent: Monday, November 24, 2025 11:07:23 PM
To: SPA - PepsiCo Nass AP Invoice Submission <nassapInvoiceSubmission@pepsico.com>
Cc: s, Suman {PEP} <Suman.s@pepsico.com>
Subject: Jack Links Credit Memo - Action Required - Q1 2025 (Email 1 of 2)

Hello,

Our team needs the attached credit memo processed this week. Can you please assist? If there are any questions, please let me know.

Thank you,

Sean P. Dougherty
Finance Sr. Manager | Selling Expense
433 W Van Buren St | Chicago, IL 60622
sean.dougherty@pepsico.com