



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:	General Teamsters Local 162	
Vendor Number:	2000027364	
Company Code:	US07	
Remit To Address : <i>(Must match the address in the AP system)</i>	1850 NE 162nd Ave Portland OR 97230-5697	
Special Handling needed:	Yes	
Attn:	Union Admin	
Address:	1850 NE 162nd Ave, Portland OR 97230-5697	
Overnight delivery required: (if yes provide account # or CC below)	Yes	
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>	Invoice	
Invoice Date:	8/6/2025	
Invoice #: <i>Limited to 16 characters</i>	162JuneJulyUS05	
Purchase Order # <i>Not required if non-PO</i>		
Payment GROSS Amount:	\$2,814.67	
Tax Amount <i>(if applicable)</i>		
Payment NET Amount:	\$2,814.67	
Currency (USD or CAD)	USD	
Header Text:	162JuneJulyUS05	
Requestor Name:	Lynette Kennard	
Requestor email	Lynette.Kennard.contractor@pepsico.com	
1st Level Approver Name	Carly Alexander	
1st Level Approver Email id/GPID	Wanda Quada	
Date Requested:	8/6/2025	
GL Coding (6 digits)	211624	
Cost Center (<i>if applicable</i>)		
Profit Center (<i>if applicable</i>)	ZBUSLZ0000	
WBS Element (<i>if applicable</i>)		
For Assistance On This Form submission please contact:		
Raise service now ticket(Snow)	PepsiCo - Sign In	

From: Harprit Singh Arora <harprit.singh.arora@stradaglobal.com>
Sent: Monday, July 21, 2025 11:52 AM
To: Alexander, Carly {PEP} <Carly.Alexander@pepsi.com>
Cc: Lynette Kennard <lynnette.kennard@stradaglobal.com>
Subject: FYI – Payment Status for Teamsters Local 483 and Follow-Up Action

WARNING: Email originated outside of PepsiCo.

Hello Carly ,

This is just an FYI email to inform you that I have extracted the relevant reports from SAP for Union Teamsters Local 483. As per the data, there is a balance of \$1,050.75 which has not been encashed.

To address this, we are in the process of submitting a negative invoice under supplier number (2004163121) of 483 to offset the amount (\$1,763.92) (Supplier number (2000027364)), as Local 483 has now merged with them.

Please confirm if we should place a payment block under the supplier number for Union 483 to prevent any future disbursements.

Supplier	Name 1	Type	Reference	Amount in FC		G/L Acct
2004163121	GENERAL TEAMSTERS LOCAL 483	ZP			1,050.75	211000
2004163121	GENERAL TEAMSTERS LOCAL 483	ZP			1,763.92	211000
2004163121	GENERAL TEAMSTERS LOCAL 483	ZP			858.05	211000
2004163121	GENERAL TEAMSTERS LOCAL 483	ZP			883.3	211000

Let me know if you need any additional information.

Regards,
Harprit Singh

data, the June and July payments were posted and cleared in S4. However, based on recent communication below checks were issued w/

: previous payments, and we will be submitting a new invoice of below amount to **GENERAL TEAMSTERS LOCAL 162** under supplier i

PM	CoCd	Clng doc.	Clearing	Crcy	Debit/Credit Amount	Pstng Date	Check Number
4	US05	2001356322	2025-06-08	USD	1,050.75	2025-06-08	500188381
4	US05	2001608081	2025-07-13	USD	1,763.92	2025-07-13	500192532
4	US07	2000163038	2025-06-08	USD	858.05	2025-06-08	700006282
4	US07	2000192543	2025-07-13	USD	883.3	2025-07-13	1022730

nich 483

number

Instructions to Fill the Form	
Mandatory details	Details
Vendor Type	Should be select whether S4/MYBUY based on Vendor nature
Vendor Name:	As per MDG
Vendor Number:	Select the Vendor# that matches the Remit address and Remit Name
Company Code:	Update the Co. Code to which this invoice/credit to be process
Remit To Address : <i>(Must match the address in the AP system)</i>	Fill the address that is matching with information in the SAP/S4 Master Data. Address in the Vendor number (Row 5) should match
Special Handling needed:	If check payment, select if the check to be special handled
Trnsaction type: <i>Choose only 1 option - Invoice or Credit Memo from the dropdown</i>	Select Payment request is Invoice (Paying supplier) or Credit (Recovery from Supplier)
Invoice Date:	Self Explanatory
Invoice #: <i>Limited to 16 characters</i>	Numeric or Alpha Numeric but not exceeding 16 digits
Purchase Order # <i>Not required if non-PO</i>	Update if Purchase Order# available for this payment
Payment Sub-Total Amount:	Invoice Sub Total (Before Tax if any)
Tax Amount <i>(if applicable)</i>	Tax value if applicable
Payment NET Amount:	Overall Invoice value (Sub-Total + Tax)
Currency	Paying or Recovery Currency
Header Text:	Free text - Mention the Reason for payment (Optional)
Requestor Name:	Name of the person who submits the Payment request form
Requestor email	Requestor Emailid or GPID
1st Level Approver Name	Name of the person who approves this Payment (Invoice or Credit) Note: - It's control Requestor and Approver should not be the same person
1st Level Approver Email id/GPID	Approver Email ID or GPID
Date Requested:	Self Explanatory
GL Coding	If no PO available for this request, mention the GL code to which the expense to be processed
Cost Center <i>(if applicable)</i>	If no PO available for this request, mention the Cost code to which the expense to be processed
Profit Center <i>(if applicable)</i>	If it should go to Profit Center, please mention
WBS Element <i>(if applicable)</i>	If applicable
For Assistance On This Form submission please contact:	
Raise service now ticket(Snow)	Any further information related to particular invoice raise service now.

New form Effective Start date - P5 2025 Week 2 Work Day 1 (281)

Follwing are the reason - Payment request will be Returned or Rejected

1. If Requestor and Approver same person.
2. If request for MYBUY.
3. If Vendor number and vendor name mismatch.
4. If Payment request form submitted Non PDF copy.

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1. This form is to be used for non-PO invoice submissions as well as a substitute for invoice when those are not available.
 2. All required fields need to be completed.
 3. Save submission as 1 PDF prior to submission.
 4. Pay close attention to adding special handling details ONLY IF SUCH HANDLING IS REQUIRED.
 5. Service now ticket:Category- invoice processing and sub category- non po inquiries.
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1 who can validate

2 Final approval

th April 2025) Onwards

ted

re not available.