



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:	H.B. Fuller
Vendor Number:	2000031802
Company Code:	US01
Remit To Address : <i>(Must match the address in the AP system)</i>	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: <i>Choose only 1 option - Invoice or Credit Memo from the dropdown</i>	Invoice
Invoice Date:	10/21/2025
Invoice #: <i>Limited to 16 characters - REQUIRED</i>	31701523
Purchase Order # <i>Not required if non-PO</i>	4503663094
Payment GROSS Amount:	\$212.08
Tax Amount <i>If applicable</i>	
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 <i>(If applicable)</i>	1K13100000
Profit Center <i>(If applicable)</i>	
WBS Element <i>(If applicable)</i>	
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

Email: TODD.SCHOMMER@HBFULLER.COM

Sales Rep: JASON CONOVER

Sold-To party: 45000886

PEPSI-COLA GENERAL BOTTLERS INC
STE 1300
1475 E WOODFIELD RD
SCHAUMBURG IL 60173

Ship To Party: 55001290

PEPSI AMERICAS
3245 HILL AVENUE
TOLEDO OH 43607

Purchase Order No: 4503663094 dated of 09/24/2025

Tel: 773-451-4463

Bill To: 0025000893 : PEPSI AMERICAS, ATTN TIM MENCHHOFER, 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 Net Weight: 6,841.390 LB Gross Weight: 7217.667 LB	180.00 6841.390	BOX LB		
			RECEIVED, <u>5013129796</u>	1.77 USD /1 LB	12,109.26
					12,109.26
	Net Value for Item				

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 14:53 (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