



*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](mailto: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	MYBUY
Vendor Name:	MINNESOTA DIVERSIFIED INDUSTRIES IN
Vendor Number:	2004192834
Company Code:	US28
Remit To Address : <i>(Must match the address in the AP system)</i>	
Special Handling needed:	
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>	Invoice
Invoice Date:	02/11/2025
Invoice #: <i>Limited to 16 characters</i>	INV0521460A
Purchase Order # <i>Not required if non-PO</i>	
Payment GROSS Amount:	
Tax Amount <i>(if applicable)</i>	\$775.00
Payment NET Amount:	\$775.00
Currency (USD or CAD)	USD
Header Text:	Tax payment for invoice INV0521460A
Requestor Name:	Valeria Escalante
Requestor email	<a href="mailto:valeria.escalante@pepsico.com">valeria.escalante@pepsico.com</a>
1st Level Approver Name	Juan Sanchez
1st Level Approver Email id/GPID	<a href="mailto:juan.carlos.sanchez@pepsico.com">juancarlos.sanchez@pepsico.com</a>
Date Requested:	30/10/2025
GL Coding (6 digits)	515011
Cost Center <i>(if applicable)</i>	2093470600
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)	<a href="#">PepsiCo - Sign In</a>

**From:** SPA - PepsiCo Nass AP Invoice Submission <nassapInvoiceSubmission@pepsico.com>  
**Sent:** Fri, 31 Oct 2025 02:01:57 (UTC)  
**To:** svcimagingspaboxprod@pepsico.com  
**Subject:** FW: M412620168 INV0521460A MDI

Original Number of Attachments : 1

Original Attachment Names: M412620168 INV0521460A MDI.pdf

Number of forwarded PDF's: 1

Number of forwarded Non PDF files: 0

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**From:** SPA - FLNA Cucamonga Purchasing <FLNACucamongaPurchasing@pepsico.com>  
**Sent:** Friday, October 31, 2025 2:00:28 AM  
**To:** SPA - PepsiCo Nass AP Invoice Submission <nassapInvoiceSubmission@pepsico.com>; SPA - PepsiCo NASS AP Special Request <nassapspecialrequest@pepsico.com>  
**Subject:** M412620168 INV0521460A MDI

Please proces Non-PO



**Valeria Escalante**

S&T - R2P - MCC - Indirect Purchasing  
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