



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 nassapinvoicesubmission@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 :	Link Snacks Inc	
(Must match the address in the AP system)	PO Box 427	
	Minong, WI 54859-0427	
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:	Credit Memo	
Choose only 1 option - Invoice or Credit Memo from the dropdown		
Invoice Date:	6/26/2025	
Invoice #:	DM010	
Limited to 16 characters - REQUIRED		
Purchase Order #		
Not required if non-PO		
Payment GROSS Amount:	\$159,422.55	
Tax Amount	\$0.00	
(if applicable)		
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 (if applicable)	2358341417	
Profit Center (if applicable)	4FUSL00000	
WBS Element (if applicable)		
For Assistance On This Form submission please contact:	Mark Spiegel	
Raise service now ticket(Snow)	PepsiCo - Sign In	

7701 Legacy Drive
Plano, TX 75024

INVOICE # (5 digits)	DATE	TERMS
DM010	6/26/2025	Net 14 days

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

[illegible]

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