

# How to Transact with PepsiCo

## Guidelines for Suppliers

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III.	Supplier Expectations	<ul style="list-style-type: none"> <li>a. Approvals obtained before shipping goods or providing services</li> <li>b. Transaction mechanisms</li> <li>c. Proper invoice submissions</li> <li>d. Supplier Code of Conduct</li> <li>e. Supplier Risk Assessment</li> <li>f. Anti-Bribery Anti-Corruption Policy</li> </ul>
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Appendix 1	North America	Important Contacts and Invoice Submission Details
Appendix 2	Global E-Invoice Submission Methods	Defines the preferred or government-mandated submission methods for electronic invoices by geography.



**Purchase  
with  
Purpose**



**Lead  
Through  
Action**



**Use  
the Right  
Tools**



**Ask  
For  
Help**



## 1.0 Purpose

This document serves as a guideline for suppliers to conduct business with PepsiCo. This guideline is intended to provide suppliers with information to clarify who from PepsiCo is authorized to make purchases, when a commercial agreement is required to govern those purchases, and how to be paid for goods and services once delivered to PepsiCo. This guideline is not intended to provide detailed step-by-step instructions but is meant to clarify expectations and give direction to suppliers currently doing or looking to do business with PepsiCo. Additional details will be provided by specific teams within PepsiCo who interact with suppliers including Category Managers, Supplier Manager, Supplier Enablement, and other teams.

Major areas covered include:

- **Commercial Agreements:** List of approved documentation that must be put in place before transacting to govern the purchase of goods or services including price, quantity, purchase details, ship-to, and bill to, as well as supplier information.
- **How to transact:** Electronic methods for issuance of purchase documents and submission of invoices to provide transparent and timely completion of transaction
- **Additional Resources:** Defined teams within PepsiCo and their responsibilities to assist suppliers in completion of purchase transactions.
- **Appendix:** Provides additional sector-specific information and guidance.

Compliance with these guidelines is essential for seamless transactions and on-time payments.

### 1.1 Scope

This guidance is tailored specifically to **indirect purchases which excludes any raw materials and/or packaging purchased by PepsiCo**. For suppliers that provide both indirect and direct categories of goods or services, this guidance only covers the indirect purchases.

## 2.0 Engaging with PepsiCo

This section outlines the personnel within PepsiCo who are authorized to commit to purchases on behalf of the company. It also defines the types of documentation that is needed to govern the transactional relationship between suppliers and PepsiCo.

### 2.1 Approved types of commercial agreements



The following are the only approved types of commercial agreements that constitute a commitment for PepsiCo to buy. One or multiple of these documents must be signed and in place to govern the transactional relationship before goods and services are delivered.

- **Master Agreement**
- **Statement of work (SOW) or Order Form**
- **Purchase Order**

### **Master Agreement**

A master agreement defines a list of goods or services with fixed prices, item details, and available locations for PepsiCo to buy against. With a signed master agreement, a Purchase Order can be generated to commit to buying in-scope goods and services. NOTE: a master agreement in and of itself does not constitute a commitment to buy. Only a valid PO constitutes a commitment to buy goods or services and authorizes delivery.

### **Statement of Work (SOW) or Order Form**

An **SOW for services or Order Form** for goods may be used where there is an existing Master Agreement between the company and the supplier. The SOW or Order Form should include the detailed scope of services, timeline for delivery of goods or price and billing schedule for goods or services, and points of contact.

A PO will still need to be generated before goods and services can be delivered so that suppliers can submit a compliant invoice as invoices without reference to a PO will be returned to vendor.

### **Purchase Order**

In some cases, where a Master Agreement is not required, a purchase can still be committed via a PO with attached **PepsiCo Terms & Conditions**. Internal PepsiCo governance will dictate when this is allowed, therefore suppliers shall wait to receive a valid PO before providing goods or services.

Any goods or services provided without a valid PO or other valid commitment to purchase will be at the supplier's risk and shall not be billed to PepsiCo. **Invoices without reference to a valid PO will be returned to supplier.**

## ***2.2 Who can buy on behalf of PepsiCo***

For suppliers with an existing Master Agreement, a company representative may engage suppliers to provide quotations and negotiate SOWs, however a commitment to buy is only made once a valid PO has been issued.

Where a Master Agreement is already in place, any authorized company representative can submit a purchase request and follow internal approvals to obtain a valid PO. POs will be issued



via SAP Business Network (SBN), formerly known as SAP Ariba and may be delivered via e-mail or directly through the SAP Business Network.

### 3.0 Supplier Expectations

This section defines overall expectations of suppliers when it comes to obtaining approvals prior to performing work or delivering goods and services, system access, and usage to facilitate transactions, how to submit invoices once goods and services have been shipped or delivered, and overall accountability to resolve any discrepancies.

#### 3.1 Means of transacting – POs.

PepsiCo's preferred system to facilitate transactions is **SAP Ariba Buying** (internally branded as My Buy) integrated within **SAP Business Network**. PepsiCo **requires** suppliers who regularly transact with PepsiCo to utilize the SAP Business Network to receive POs and create invoices electronically. This allows for faster transaction processing and greater visibility into order and payment status for both PepsiCo and the supplier.

To utilize this system, suppliers are expected to **create an account** on the SAP Business Network. There are a variety of account types with different features and costs. Suppliers are expected to select the account type that is right for them and inform PepsiCo of their SAP Business Network ID (formerly known as Ariba Network ID or ANID) and details to enable their transactions. For more information on SAP Business Network and how to register – see following link - [SAP Business Network Supplier Learning Site \(ADAPT Legacy\)](#).

Outside of SAP Ariba Buying (MyBuy) suppliers may receive orders related to specific categories of goods and services including maintenance work orders, transportation services, temporary staffing services, etc. Your PepsiCo contact will provide specific details if the ordering system differs from SAP Ariba Procurement (MyBuy).

#### 3.2 Means of transacting – invoices.

While there are multiple ways to submit an invoice to PepsiCo, the preferred method is a structured E-invoice. PepsiCo requires suppliers to utilize the structured e-invoice format whenever possible. Below are the definitions and requirements of the accepted invoice formats.

**Structured E-Invoicing:** System generated invoices that follow a structured data format (e.g., XML, EDI, etc.) and that are machine readable allowing it to be automatically processed by computer systems without human intervention. This method of invoicing reduces manual intervention, minimizes errors, enables automatic validation, matching and posting, through this reducing invoices processing times and cost.

**Non-Structured Invoicing:** Invoices that are non-structured and transmitted in an image-based format (i.e. PDF). This method of invoicing requires either manual or OCR based data extraction, validation is not natively supported and therefore will lead to longer processing times, increased chances of errors, higher processing cost and challenges in tracking and managing invoices effectively.



To ensure timely and accurate processing, **suppliers are required to submit invoices exclusively through the designated central channel**—either via approved e-invoicing or as a PDF to the official accounts’ payable mailbox.

Examples of different methods of transmitting structured electronic invoices:

#	Electronic Methods	Description
1.	Business Network Structured E-Invoicing <b>(PepsiCo Preferred)</b>	<ul style="list-style-type: none"> <li>• An invoice submitted via a cloud-based B2B platform. The one used by PepsiCo worldwide is SAP Business Network (Ariba). <a href="#">SAP Business Network Guide to Invoicing   SAP Help Portal</a></li> <li>• Suppliers can either connect to their system or upload invoices manually.</li> <li>• These platforms apply business rule validations to ensure only compliant invoices are accepted.</li> <li>• Once connected, suppliers can transact with multiple buyers on the same network.</li> </ul>
2	Electronic Data Interchange (EDI) Structured E-invoicing	<ul style="list-style-type: none"> <li>• A direct system-to-system exchange of structured invoice data between the supplier and PepsiCo via a point-to-point connection.</li> <li>• EDI requires significant effort and is typically reserved for high-volume, long-term supplier relationships where business network invoicing is not feasible, and the setup investment is justified.</li> </ul>

3.	Government Mandated Structured E-Invoicing	<ul style="list-style-type: none"> <li>• Invoices submitted in a structured electronic format as required by local tax authorities.</li> <li>• Mandates vary by country—from format-based pre-approval to mandatory use of centralized government platforms (e.g., clearance or exchange models).</li> <li>• Compliance is obligatory where mandated, enabling widespread adoption of structured invoicing and automated tax validation.</li> <li>• These systems focus on tax compliance, with limited validation of buyer-specific business rules (e.g., PO matching).</li> </ul>
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**PepsiCo’s E-invoicing compliance requirements:**

**In countries with government mandated structured e-invoicing, suppliers are required to adhere to government requirements and transmit invoices in a format and way that complies with the local regulations.**

**In countries without a government mandate, PepsiCo requires suppliers to utilize a structured e-invoicing method to transmit e-invoices to PepsiCo.**

In exceptional cases, even when a business network is in place, PepsiCo may accept PDF invoices if the operational or cost benefits of using the network are limited. Such exceptions are subject to case-by-case evaluation.

Except where prohibited by law, PepsiCo will not accept a physical invoice via mail, courier, or hand delivery.

**For more information on accepted submission methods and country usage, refer to Appendix 2**



### 3.3 Invoice Requirements for Structured E-Invoicing Suppliers

All structured e-invoices should follow the invoice requirements below. Non-compliance with these requirements, including the submission of invoices in a non-electronic format, will result in rejection of the invoice.

Note: The requirements outlined below reflect business process needs and are *not* intended to serve as a comprehensive list of tax compliance obligations.

Invoice Requirements	
<b>Invoice Field Requirements</b>	<ol style="list-style-type: none"> <li>1. Invoice number</li> <li>2. Invoice date</li> <li>3. Purchase Order</li> <li>4. Item description</li> <li>5. Line-item number, if applicable</li> <li>6. Quantity and unit of measure, if applicable</li> <li>7. Price and payment terms, clarify currency</li> <li>8. Ship to address, if applicable</li> <li>9. Payment address or Banking details</li> </ol>
<b>Inclusion of Purchase Order (POs)</b>	<ul style="list-style-type: none"> <li>• Invoices must reference the corresponding valid PO to ensure proper matching and approval, invoices without a valid PO will be rejected and cannot be processed.</li> <li>• Details in the invoice must align with the PO to avoid discrepancies</li> </ul>
<b>Automated Invoice Processing</b>	<ul style="list-style-type: none"> <li>• Use of e-invoices allows for automation features to streamline invoice submission, approval, and payment processes</li> </ul>



### 3.4 Invoice Requirements for Non-Structured Invoicing

The table below outlines the requirements for invoices that are submitted as a non-structured invoice:

Note: The requirements outlined below reflect business process needs and are *not* intended to serve as a comprehensive list of tax compliance obligations.

Invoice Field Requirements	
<b>General Information</b>	<ol style="list-style-type: none"> <li>1. Invoice number</li> <li>2. Invoice date</li> <li>3. Purchase Order</li> <li>4. Item description</li> <li>5. Line-item number, if applicable</li> <li>6. Quantity and unit of measure, if applicable</li> <li>7. Price and payment terms, clarify currency</li> <li>8. Ship to address, if applicable</li> <li>9. Payment address or Banking details</li> </ol>
Invoice Format Requirements	
<b>File Attachment Format</b>	Invoices should be emailed as attached documents in a PDF format
<b>PDF Invoice Format</b>	<ul style="list-style-type: none"> <li>• All pages must be present for the invoice to be accepted.</li> <li>• Do not separate one invoice into more than one attachment.</li> <li>• Place the invoice first, then include any back-up materials in subsequent pages in the same PDF document.</li> <li>• The invoice must be legible (all information must be clearly visible)</li> <li>• Ensure that a password is not required to open the attachment.</li> </ul>



	<ul style="list-style-type: none"><li>• Do not place attachments within folders or use compressed (.zip) folders.</li><li>• Each invoice must be a separate PDF attachment.</li><li>• Multiple PDF attachments may be sent in one email.</li></ul>
<b>Inclusion of Purchase Order (POs)</b>	<ul style="list-style-type: none"><li>• Invoices must reference the corresponding valid PO to ensure proper matching and approval, invoices without a valid PO will be rejected and cannot be processed.</li><li>• Details in the invoice must align with the PO to avoid discrepancies</li></ul>

#### 4.0 Additional Resources

These guidelines complement existing supplier expectations and requirements including the following:

PepsiCo Supplier Code of Conduct

PepsiCo Supplier Risk Management Policy

PepsiCo Anti-bribery / Anti-corruption Policy

All can be found on the Supplier Hub – see link [Suppliers](#)



## APPENDIX 1 – North America Specific Guidance

### 1. Useful email/ contact addresses

**A. PDF Invoice submission** – [nassapinvoicesubmission@pepsico.com](mailto:nassapinvoicesubmission@pepsico.com)

**B. Invoice status inquiry and customer service – Portal Link:**

<https://supplierassist.pepsico.com> register at <https://supplierassist.pepsico.com/register>

**C. For specific assistance in adoption of these guidelines and to set up your SAP Business Network account**, please contact the PepsiCo Supplier Enablement team:

[SupplierEnablementCOE@pepsico.com](mailto:SupplierEnablementCOE@pepsico.com)

### 2. Email and attachment formats

**A. File attachment format** - To submit an invoice by email, the invoice must be attached in PDF format.

i. Preferred: A system-generated PDF (not a scanned image). Most accounting or ERP systems can produce PDFs in this format.

ii. Acceptable: Any other PDF format.

**B. Email size limit** - Each email must not exceed **5 MB**. Emails larger than 5 MB will be returned to the sender for resubmission.



## Appendix 2 Global E-Invoice Submission Methods (Country by Country)

Country	E Invoicing model	Platform/ Network	PDF allowed
United States	Post Audit	SAP Business Network	Yes, for S4 Indirects purchases
Canada	Post Audit	SAP Business Network	Yes, for S4 Indirects purchases