

Welcome to the Team!

Our **Vendor Relations Compliance Team** will contact you via email with more information about your enrollment in the Vendor Compliance portal and additional onboarding steps.

eSettlements

Stay on top of your game with DICK'S Sporting Goods' vendor portal, eSettlements. View invoices, payments, and deduction support. We strongly recommend all vendors set up on eSettlements. To get started, contact eSettlements@dcsg.com.

Getting Paid (Domestic & Import Merchandise Vendor)

ACH payments are settled within 2 business days. If a banking holiday falls on the settlement date, funds will be available the next business day. Pay cycles are twice a week: Wednesday and Friday. Payments are made according to the payment terms from the receipt date of the product at the ship-to location per the vendor agreement. Approved invoices will be selected for payment on the next pay cycle. Remittances are sent via email to the remittance email contact the same day payment is issued. Please refer to your bank for fund availability. If payment is missing, contact Merchandiseaccountspayable@dcsg.com.

*** Pay cycle schedule and settlement dates are subject to change ***

Contacts & Other Resources:

Contacts

DEPARTMENT	EMAIL
Merchandise AP	Merchandiseaccountspayable@dcsg.com
eSettlements	eSettlements@dcsg.com
EDI Support	EDISystems@dcsg.com
Vendor Relations Compliance Team	VendorRelationsComplianceTeam@dcsg.com
Import Payables	ImportPayables@dcsg.com
BDF/Volume Rebate Support	VIM_BDF@dcsg.com
Defective Allowance Support	VIM_DA@dcsg.com

Other Resources

RESOURCE/TOOL	LOCATION
Routing Guide	www.dsgfreight.com
AP Deduction Codes	Deduction Codes
Resale Certificates	Resale Certificates
Banking Template	Template

***Please reach out to your buyer for PO-related questions ***

How can I check for payment/invoice status?

Contact Merchandiseaccountspayable@dcsg.com

When Contacting Merchandise Payables...

Please allow 72 hours to address your request. Follow these guidelines when submitting invoices or inquiries:

Email Subject Line:

***Include DSG Assigned Vendor #, Vendor Name, and Topic from below ***

Inquiry Type	Include In Subject Line
Invoice Submissions	Invoice
Payment Inquiry	Inquiry
Backup for Shortages/Deductions	Shortage or Deduction
Shortage/Deduction Disputes	Dispute
Account Updates/Changes	Update

Additional Requirements:

Invoicing:

- Invoicing requirements are in the vendor routing guide (Section 9.5) on the freight portal (www.dsgfreight.com).
Review and understand the guidelines before submitting invoices.
- New invoices must be sent as an individual attachment per invoice. Multiple attachments can be sent per email.
- Include the invoice upload template found in the vendor routing guide or provided by your AP contact.
- Invoice disputes must be sent as a single attachment per shortage dispute (multiple attachments can be sent per email) including deduction letter, full BOL, and signed POD.
- Once notified of EDI compliance, discontinue sending invoice copies unless specifically requested.

Why did I receive a chargeback or deduction on my payment?

Possible reasons include:

- Shipping and packaging violations as outlined in the routing guide (www.dsgfreight.com Exhibit D Compliance Offset).
- Invoicing errors leading to chargebacks as outlined in the routing guide (www.dsgfreight.com section 7.5).
- Deductions for vendor programs as agreed to in the vendor agreement (Deduction Codes).

If unsure about a chargeback or deduction, refer to the AP Deduction Code sheet or contact your analyst or Merchandiseaccountspayable@dcsg.com.

C2FO Overview

C2FO is a dynamic early payment marketplace allowing suppliers to request early funding on approved invoices. You will receive emails from C2FO with program information and registration details. Learn more and register online at <https://dsg.c2fo.com/dsg>. For assistance, call or email: +1 844.556.4897 or dickssportinggoods@c2fo.com.