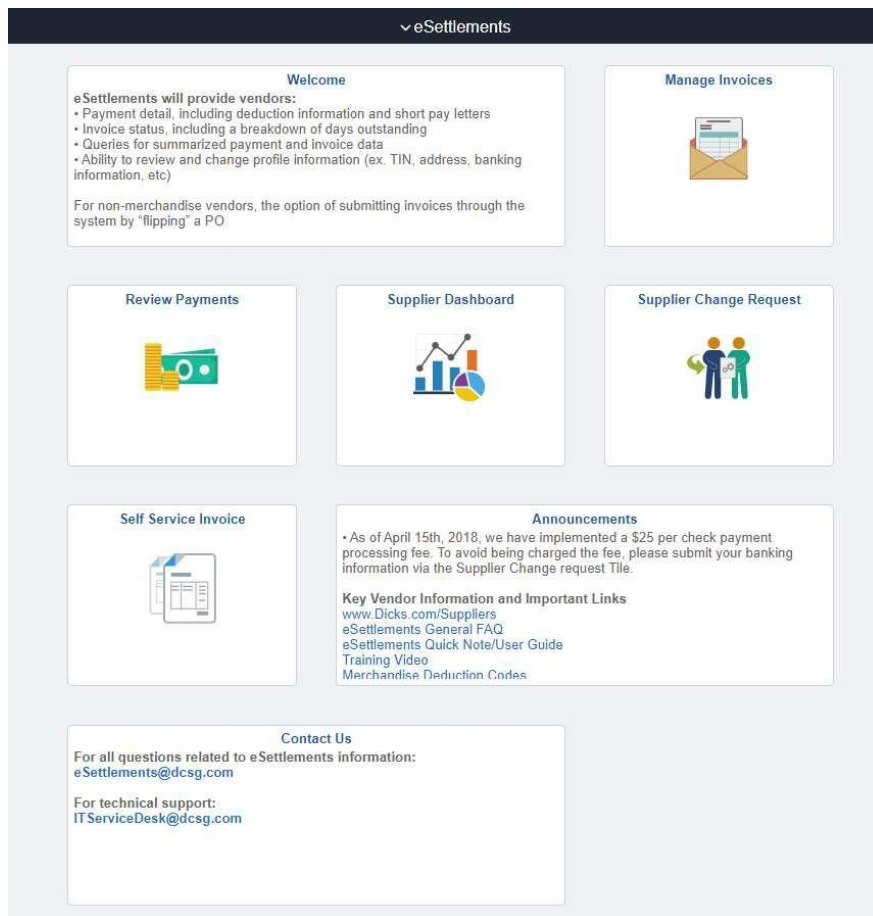




## eSettlements Quick Notes

Once logged into the eSettlements site, the homepage will resemble the image below. Each tile can be used to navigate the site. A list of what is available in each tile is listed below and will assist you in navigating the site to locate what you need. If you have any further questions, please reach out to [eSettlements@dcsg.com](mailto:eSettlements@dcsg.com).



## Supplier Dashboard

The Supplier Dashboard contains various Supplier Queries used to receive information/backup for the following:

- Scheduled invoice pay dates
- Short Pay details
- RTV Debit Memo detail
- Payment detail
- Defective Allowance/BDF Invoices
- New Store Discount backup
- Defective Allowance PO backup detail
- Business Development Funds PO backup detail



## **Review Payments**

The Review Payments page allows you to search for payments and view payment remittance details.

- Search by payment reference number
- Filter by date range of payments
- Payment remittance details can be downloaded into an Excel file

## **Manage Invoices**

The Manage Invoices page allows you to review invoices submitted and the status of each invoice along with retrieving deduction backup.

- Search individual invoices
- Find backup for credit deductions by clicking on invoice hyperlink
- Short pay letters by invoice/check for invoice shortages can be selected to be received by email
- Find payment remittance number for invoices
- Only processed invoices will appear. If invoices are not in the portal, please contact your AP Analyst or Expense Payables

## **Supplier Change Request**

The Supplier Change Request page allows you to make various supplier changes including:

- Supplier Name
- Address
- Contact Information

(Please Note: All supplier changes will first be reviewed by Vendor Management who may need to contact you for verification)

## **Self Service Invoice**

The Self-Service Invoice page allows select vendors to submit invoices through the portal.

- Only eligible non-merchandise vendors who qualify can use this invoicing method
- Eligible vendors will be contacted by Expense Payables



## FAQ's

### Logging In

Starting in October 2024, you'll need to use your company-issued email address to access the DICK'S Sporting Goods eSettlements portal. Your VDR account will no longer be valid for logging in. Instead, please use your company credentials along with your multi-factor authentication (MFA) app to verify your identity.

If this is your first time logging in, please refer to the eSettlements MFA quick note for instructions on setting up your account.

### Deductions

Please follow this link to view our commonly used deduction codes: [Deduction Codes](#). Deduction backup that is available on eSettlements **will not be provided via email**. Backup for all deductions can be found in the eSettlements Portal except for Compliance related charge backs. Compliance charge backs can be found by visiting the DSG Freight Portal at [dsgfreight.com](https://dsgfreight.com) or contact [VendorRelationsComplianceTeam@dcsg.com](mailto:VendorRelationsComplianceTeam@dcsg.com).

### Dispute Flags

If you see an invoice with a dispute flag, this invoice is scheduled to pay but has not yet been processed due to pending deductions on the account. If you have further questions, please reach out to [MerchandiseAccountsPayable@dcsg.com](mailto:MerchandiseAccountsPayable@dcsg.com) or your main AP contact for assistance. If you click the dispute icon you will receive an error message, and this should be ignored.