



## Welcome to the Team!

**Our Vendor Relations Compliance Team** will reach out to you via email with more information about your enrollment in the Vendor Compliance portal & some additional onboarding steps that will need completed.

## eSettlements

Did you know DICK'S Sporting Goods has a vendor portal? eSettlements can keep you on top of your game by viewing invoices, payments, & deduction support. We strongly recommend all vendors be set up on eSettlements. To get started, contact [eSettlements@dcsg.com](mailto:eSettlements@dcsg.com).

## Getting Paid (Domestic & Import Merchandise Vendor)

Any ACH payments will be paid based on a 2- business day settlement. If a banking holiday falls on the settlement date, funds will be available the next business day. Pay cycles are twice a week: **Wednesday & Friday**.

Payments are made according to payment terms from receipt date of product at ship to location per the vendor agreement. All approved invoices will get selected for payment on the next pay cycle.

Remittances are sent via email to the remittance email contact the same day payment is issued. If you need to update your remittance contact, you can do so in the eSettlements portal.

Please refer to your bank on availability of funds. If payment is missing, please reach out to [MerchandiseAcctsPay@dcsg.com](mailto:MerchandiseAcctsPay@dcsg.com).

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

## Contacts & Other Resources:

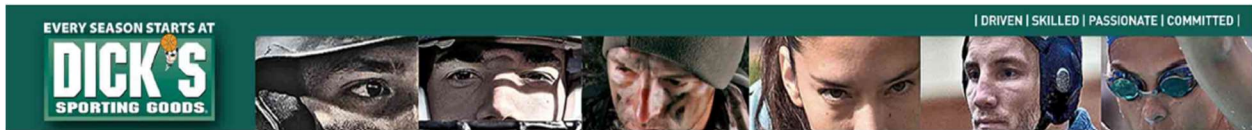
### Contacts

DEPARTMENT	EMAIL
Merchandise AP	<a href="mailto:MerchandiseAcctsPay@dcsg.com">MerchandiseAcctsPay@dcsg.com</a>
eSettlements	<a href="mailto:eSettlements@dcsg.com">eSettlements@dcsg.com</a>
EDI Support	<a href="mailto:EDISystems@dcsg.com">EDISystems@dcsg.com</a>
Vendor Relations Compliance Team	<a href="mailto:VendorRelationsComplianceTeam@dcsg.com">VendorRelationsComplianceTeam@dcsg.com</a>
Import Payables	<a href="mailto:ImportPayables@dcsg.com">ImportPayables@dcsg.com</a>
BDF/Volume Rebate Support	<a href="mailto:VIM_BDF@dcsg.com">VIM_BDF@dcsg.com</a>
Defective Allowance Support	<a href="mailto:VIM_DA@dcsg.com">VIM_DA@dcsg.com</a>

### Other Resources

RESOURCE/TOOL	LOCATION
Routing Guide	<a href="http://www.dsgfreight.com">www.dsgfreight.com</a>
AP Deduction Codes	<a href="#">Deduction Codes</a>
Resale Certificates	<a href="https://www.dickssportinggoods.com/s/merchandise-suppliers">https://www.dickssportinggoods.com/s/merchandise-suppliers</a>
Banking Change Template	<a href="#">Template</a>

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



## How can I check for payment/invoice status?

All payment & invoice information is in the eSettlements portal for your review. If the invoice you are seeking is not located in the eSettlements portal, please contact [MerchandiseAcctsPay@dcsg.com](mailto:MerchandiseAcctsPay@dcsg.com).

## When Contacting Merchandise Payables...

Please allow 72 hours to address your request. To help us offer more timely responses, we ask that when submitting invoices or inquiries you follow our guidelines below.

**The email subject line should include the following:**

- DSG Assigned Vendor # and Vendor Name & 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:

- New Invoices must be sent as an individual attachment per invoice.
- Invoice disputes must be sent as a single attachment per shortage dispute including deduction letter, full BOL, and signed POD.

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

There are several reasons for receiving a lower payment than expected. They include:

- Shipping and packaging related violations as outlined in the routing guide ([www.dsgfreight.com](http://www.dsgfreight.com) Exhibit D Compliance Offset).
- Invoicing errors can lead to chargebacks on your account as outlined in the routing guide ([www.dsgfreight.com](http://www.dsgfreight.com) section 7.5).
- Deductions for vendor programs as agreed to on vendor agreement ([Deduction Codes](#)).

If you are unsure of the reason behind your chargeback or deduction, please reach out to your analyst or [MerchandiseAcctsPay@dcsg.com](mailto:MerchandiseAcctsPay@dcsg.com)

## C2FO Overview

C2FO is a dynamic early payment marketplace that gives our suppliers the ability to request early funding on approved invoices. You should receive emails from C2FO with information on the program and how to register your account.

You may also learn more about the program and register your account online: [c2fo.com/dickssportinggoods](http://c2fo.com/dickssportinggoods) . If you need assistance with registration, call or email us at: +1 844.556.4897 or [dickssportinggoods@c2fo.com](mailto:dickssportinggoods@c2fo.com).