



August 1, 2016

Dear Vendor,

Effective immediately, all suppliers of Non-Merchandise goods and services are required to obtain a valid Purchase Order (PO) number from DICK'S Sporting Goods.

#### Key Policy Details

- **Invoices for procurement of Non-Merchandise goods and services initiated after August 1, 2016 will not be processed without a valid Purchase Order number.**
- All invoices must include line item information that matches or exceeds the details provided in the Purchase Order.
- Any Purchase Orders not governed by an existing and active contract will be subject to DICK'S standard PO Terms and Conditions.
- DICK'S standard invoicing requirement will be through electronic means. We expect to introduce a "paper invoice" processing fee at a future date.
- DICK'S standard terms for all new Contracts and standalone Purchase Orders will be Net 60. **(DICK'S will honor any existing terms on active contracts).**
- DICK'S standard payment process will be through ACH (Automated Clearing House). Vendors will be required to submit banking information to enable electronic ACH payments. We expect to introduce a "paper check" processing fee at a future date.
- Remittance notifications will be provided by email.

#### Key Immediate Actions:

- Please work with your DICK'S Sporting Goods contact to receive a valid purchase order for procurement of goods and services.
- All paper invoices should now be submitted in electronic format to [ExpensePayables@dcsg.com](mailto:ExpensePayables@dcsg.com). You may still copy your primary DICK'S contact in your electronic invoice submission.

#### Exceptions:

**Some DICK'S Sporting Goods' purchase order requests and vendor invoices are currently submitted via a Business to Business Portal. If utilizing one of our existing portals there will be no change to your current ordering and invoice submission process.** (Examples of Business to Business portals include Ariba, Serengeti, Service Channel, Strata, Tririga, etc.)

For any questions regarding this communication or the change in policy, please refer to the DICK'S Sporting Goods "Frequently Asked Questions" section on our vendor website. ([www.Dicks.com/Suppliers](http://www.Dicks.com/Suppliers))

Joseph R. Oliver,  
SVP – Chief Accounting Officer