



April 1, 2016

Dear Vendor,

As part of DICK'S Sporting Goods' ongoing mission of continuous improvement, our Company is implementing a new process that will standardize the procurement, invoicing, and payment of goods and services across all of our vendors.

This new process is expected to take effect in August and is based on the implementation of a new purchase order system. Once introduced, all suppliers of **Non-Merchandise** goods and services to DICK'S must obtain a valid Purchase Order (PO) number from a DICK'S Associate.

Key Policy Details (effective in August)

- Invoices **will not be processed without a valid Purchase Order number.**
- All invoices must include line item information that matches the details provided in the Purchase Order. (See Purchase Order and Invoice examples in the [vendor FAQ section](#)).
- Any Purchase Orders not governed by an existing and active contract will be subject to DICK'S standard PO Terms and Conditions, which can be found on our [vendor website](#).
- DICK'S standard invoicing requirement will be through electronic means. We expect to introduce a "paper invoice" processing convenience fee at a future date.
- DICK'S standard payment terms for all new Contracts and Purchase Orders will be Net 60.
- 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 convenience fee at a future date.
- Remittance notifications will be provided by email.
- Note: If you are currently receiving purchase orders and invoice via a Business To Business portal please continue to do this as you currently do.

Key Actions:

- Effective immediately, all electronic invoices must be submitted to ExpensePayables@dcsg.com (You may still copy your primary DICK'S contact in your electronic invoice submission).
- Provide a current and valid Accounts Receivable email address for your company to VendorManagement@dcsg.com
- Provide banking information and a current W9 form to VendorManagement@dcsg.com to enable electronic ACH payments. (Specific details can be found on our [vendor website](#)).

Additional details will be provided in future correspondence. If you have 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](http://www.Dicks.com/Suppliers). (www.Dicks.com/Suppliers).

A handwritten signature in black ink that reads 'Joseph R. Oliver'.

Joseph R. Oliver,
SVP – Chief Accounting Officer