



May 1, 2016

Dear Vendor,

As a reminder, DICK'S Sporting Goods is implementing a new process that will standardize the procurement, invoicing, and payment of goods and services across all of our Non-Merchandise vendors. This new process is expected to take effect in August and will require all suppliers of Non-Merchandise goods and services to obtain a valid Purchase Order (PO) number from DICK'S Sporting Goods.

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 terms for all new Contracts and standalone 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.

Key Immediate Actions:

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

If you have already provided the above requested information, please disregard this notice and thank you for your attention to this important matter.

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)

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

Joseph R. Oliver,
SVP – Chief Accounting Officer