



July 1, 2016

Dear Vendor,

As a reminder, **effective August 1**, all suppliers of Non-Merchandise goods and services are required to obtain a valid Purchase Order (PO) number from DICK'S Sporting Goods. Additionally, a new vendor portal will be available for self-service invoice and payment information. Enrollment details regarding this portal are forthcoming.

KEY POLICY DETAILS (effective August 1, 2016):

- **All invoices for Non-Merchandise goods and services must have a PO number after August 1, 2016 in order to be processed for payment.**
- All invoices must include line item information that matches or exceeds the details provided in the PO. Any POs without an existing and active contract will be subject to DICK'S standard PO Terms and Conditions, which can be found on our Non-Merchandise vendor website.
- DICK'S standard invoicing requirement will be through electronic means. A "paper invoice" processing convenience fee will be introduced 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. A "paper check" processing convenience fee will be introduced at a future date.
- Remittance notifications will be provided by email.

ACTIONS REQUIRED:

- Please provide the following information to VendorManagement@dcsg.com:
 - A current valid vendor email address for Purchase Order request notifications
 - A current and valid Accounts Receivable email address for your company
 - Banking information and a current W9 form for ACH payments. (See vendor website for details)
- All paper invoices must now be submitted in electronic format to ExpensePayables@dcsg.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.

EXCEPTIONS: Some DICK'S PO 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. (IE: 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)

Joseph R. Oliver,
SVP – Chief Accounting Officer