



Frequently Asked Questions

What should I do if I am not a supplier and I have received this [letter](#)?

Some individuals who have received payments from DICK'S Sporting Goods in the past have been recognized in our accounting system as suppliers because of a donation or other payment. If you have received a letter and do not provide us with Non-Merchandise goods and services please disregard the letter and these FAQs.

What is the scope of the policy?

Effective August 2016, DICK'S Sporting Goods will launch a new policy where all financial commitments for Non-Merchandise goods and services must be made using a purchase order (PO). Under this new policy, all suppliers of non-merchandise goods and services must secure a valid PO number from the DICK'S Associate placing the order and include it on all invoices. From August 2016 and on, any invoices without a valid PO number will not be processed or paid until a valid PO number is provided.

Why is DICK'S Sporting Goods implementing this policy?

This policy is being introduced to ensure that all DICK'S purchasing activities are compliant with our internal policies. In addition, it will help us to ensure all financial commitments made by the business are approved and recorded in purchasing systems in advance of the purchase being made.

Does this new policy impact how I submit my invoices for payment?

Yes, effective August 2016, all previous paper invoices must be submitted electronically to ExpensePayables@dcsbg.com. You can carbon copy (cc:) your DICK'S Sporting Goods contact in your electronic invoice submission, if requested.

Please note: Some of 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 invoicing process.

What is a Business To Business (B2B) system or portal?

B2B systems or portals allows DSG to electronically place orders for goods or services directly with one or more suppliers. They act as electronic catalogs or eCommerce transaction systems for businesses, instead of consumers.

Will I be paid quicker by using a PO number?

Providing a valid PO number will not impact the standard payment terms provided by DICK'S Sporting Goods. Standard payment terms at DICK'S Sporting Goods are 60 days from invoice receipt number (unless otherwise agreed to in an active contract).



An invoice was returned requesting a valid PO number. How do I get one?

Effective August, for all orders not already going through a Business to Business system, PO numbers should be provided by the DICK'S Associate who requested the Non-Merchandise goods/services.

How will I know that a purchase order has been placed for my Non-Merchandise goods or services?

A system generated notice will be emailed to you each time an order is placed by DICK'S Sporting Goods. It will contain the purchase order, including quantities, service description, delivery locations and other relevant information. Please see purchase order example on the supplier website.

What does a valid DICK'S Sporting Goods PO number look like?

A valid PO number from DICK'S Sporting Goods will be a 10-digit number (e.g. DSGIT-0000017234) that begins with "DSG" and then the originating DICK'S Sporting Goods purchasing department. Purchase orders originating from our IT team will be DSGIT-xxxxxxxxxx, marketing related purchases will display with DSGMK-xxxxxxxxxx, whereas Construction, Facilities and Store Operations will display DSGCN-xxxxxxxxxx. Other general purchase orders will display DSGGN-xxxxxxxxxx. Please see the example on the supplier website.

Where can I find Terms and Conditions associated with DICK'S Sporting Goods' Purchase Orders?

Non-Merchandise Purchase Order Terms and Conditions can be found on our supplier website.

The terms in all existing and active Non-Merchandise contracts for goods and services supersede the Purchase Order Terms & Conditions.

I do not have Electronic Invoicing capabilities. What are my options?

Scanning and converting documents to PDF format are readily available solutions for those vendors not ready to implement an EDI, XML or CSV eInvoicing capability. DICK'S Sporting Goods will also be providing all vendors an eSettlements portal that includes eInvoicing capabilities in August 2016. Third parties also provide these services, for a fee. Any physical/paper Invoices (in compliance with PO number and line item detail requirements) received by DICK'S Sporting Goods will still be processed. We expect to introduce a "paper invoice" processing fee at a future date.

Contact us:

Non-Merchandise Procurement: NMP@dcsg.com
Accounts Payable: ExpensePayables@dcsg.com

Further information and resources:

Supplier Website: www.dicks.com/Non-MerchandiseSuppliers