



Oracle PeopleSoft FAQ eSettlements / Supplier Portal

What is eSettlements?

eSettlements is a module within Peoplesoft Financials that allows vendors to access payment and invoice information. It also gives vendors the ability to update their information. (email, address, W9 etc.)

Is there a fee to use the portal? There is no charge to use the portal.

Is eSettlements mandatory for all Dick's Sporting Goods vendors? No, it is not mandatory to use the portal however we strongly encourage its use as it is the most efficient means of obtaining payment details and management of your vendor account with us.

How do I get setup/access the site? Please email eSettlements@dcsg.com and we will send you the necessary information to provide.

How do I create additional users or change the existing contact information on the account? Please email eSettlements@dcsg.com.

Who do I contact if I forgot my password? Please contact the Dick's Sporting Goods IT helpdesk at itservicedesk@dcsg.com. You will be required to provide the four-digit pin number, MM/DD of birth and zip code that you supplied for initial setup.

Who do I contact for error messages? If you are unable to login to eSettlements please try these steps:

- Verify you are on Internet Explorer. If you're using Chrome, Firefox or another browser, eSettlements might not work correctly.
- Clear your cache or your browsing history

If you are still unable to log in after completing the above steps please contact the Dick's Sporting Goods IT helpdesk at itservicedesk@dcsg.com.

How do I reset my password? Please use the reset password link on the login screen. On the reset screen, "@dcsg.com" will need to be included after your username (ex. VDR0000000@dcsg.com).

Who do I contact if I can't see payment details, invoice deduction images, or an invoice is missing?

Please email eSettlements@dcsg.com and explain what you are looking for or what is missing and an AP associate will promptly respond to your email.

Further information and resources:

Supplier Website: www.dicks.com/suppliers

Contact us:

eSettlements: eSettlements@dcsg.com

Merchandise Accounts Payable: MerchandiseAcctsPay@dcsg.com

Non-Merchandise Accounts Payable: ExpensePayables@dcsg.com

Dick's IT Service Desk: itservicedesk@dcsg.com