eSETTLEMENTS

Login to eSettlements

1. Enter your **User ID** and **Password**.

2. Click **Sign In**.

> **First Time User?**
>
> **You will have to accept the non-disclosure agreement before you can access the system.**

Update Vendor Information

1. Click the **Main Menu** drop down.

2. Select **eSettlements** > **Supplier Information** > **Supplier Change Request** > **Initiate Supplier Change**.

3. Update the following as applicable:

   - Name

   - Address

   - Payment Information

   - Contact information

   - Tax Information

4. Once you have entered the desired change, the **Submit** page displays.

5. Click the checkbox to **confirm changes** and provide any additional comments as applicable.
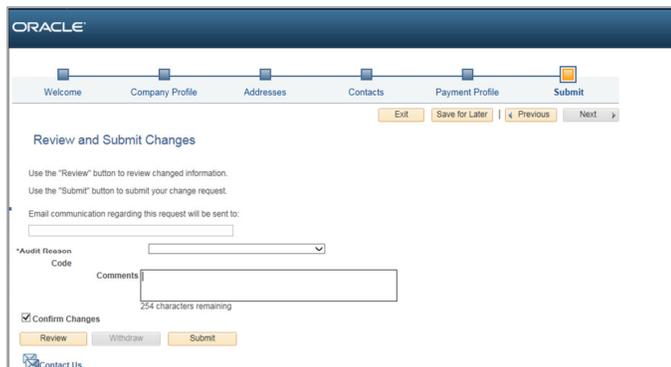

6. Click **Submit**.

Review Invoices

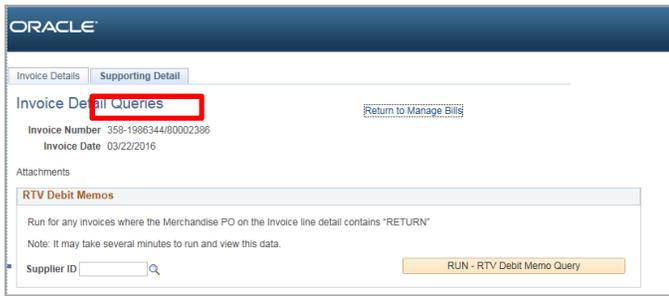Follow the steps below to review invoices submitted and the status of each invoice.

1. Click the **Main Menu** drop down.

2. Select **Main** > **eSettlements** > **Invoices** > **Manage Bills**.

3. The **Invoice Search** page displays.

4. Enter the appropriate search criteria in the following fields to locate the invoice:

   - Buyer – for non-merch vendors, the buyer is DICKS; for merchandise vendors, the buyer is DSG PO

   - Payment Status

   - Supplier – Leave the field blank to return invoices for all the vendors associated to your profile.

   - Date Type

   - From Date and To Date

   - Amount Reference

5. Click **Search**.

6. Click the **Invoice hyperlink** to view more details for the invoice.
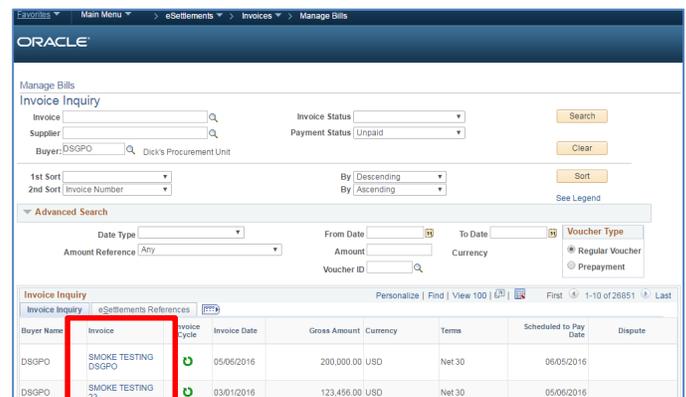
7. Click the Supporting Details tab to:
   - View attachments

   - Run reports (Balance by Due Date, Merchandise Return Product Detail, Payment Advice Details, Defective Allowance and BDF)
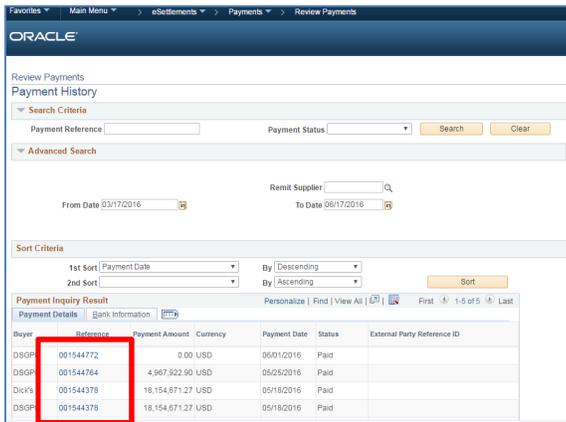
eSETTLEMENTS

Review Payments

Follow the steps below to review payments:

1. Click the **Main Menu** drop down.

2. Select **Main** > **eSettlements** > **Payments** >
   Review Payments.

3. The **Payment History** page displays.

4. Click the **Reference hyperlink** to view the
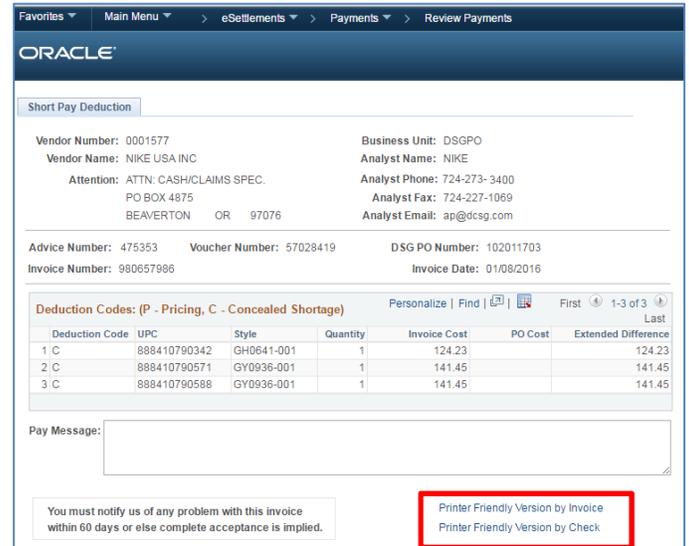   details of the vouchers paid.

Voucher Paid Detail

If there is a green icon in the far left column, the Invoice
is short paid.

1. Click the **green icon** to view more information.

2. The **Deduction Details** page displays.

3. Click the respective **hyperlink** to download a
   PDF copy by invoice or check.

Supplier Dashboard

1. Navigate to **eSettlements** > **Supplier
   Dashboard**.

2. The **General Summary** page displays. From
   here, you can view your current balances.

3. Click the **Supplier Query** tab to run additional
   reports:

   - Balance by Due Date

   - Merchandise Return Product Detail

   - Payment Advice Details

   - Defective Allowance and BDF

Access the Vendor Portal

**Click the Vendor Compliance link at the top of
the page to be directed to the Vendor Portal.**