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.
- 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.

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Welcome	Company Profile	Addresses	Contacts	Payment Profile	Submit
			Exit	Save for Later	revious Next >
Review and	Submit Changes				
Use the "Review" but	tton to review changed informatio	1.			
Use the "Submit" but	ton to submit your change reques	L			
Email communication	n regarding this request will be se	nt to:			
	regularly and request million of				
*Audit Reason			~		
Code					
C	omments				
Confirm Changes	254 characters remain	ng			
Poviour	Withdraw Submit				
ILENIBM	Submit				
Contact Us					

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.
- 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.

Eavorites	Main Menu 🔻 > e	Settlements 🔻	> Invoices 🔻 >	Manage Bills					
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Invoice In	auiry								
Invoice	quiry	0		Invoice Status		Ŧ	S	earch	
Supplier		0		Payment Status	Inpaid	*	_		
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Ап	ount Reference Any		٣	Amoun	ıt	Currency	۲	Regular Voucher	
				Voucher II	Q		0	Prepayment	
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Invoice Inqu	iry				Personalize Fin	id View 100 (전)	🔣 First 🕅	🖗 1-10 of 26851 🕚	Last
Invoice Inqui	ry esettlements Refere	inces (mm)							
Buyer Name	Invoice	Cycle Invo	ice Date	Gross Amount	Currency	Terms	Scheduled to I	ate Dispute	
DSGPO	SMOKE TESTING DSGPO	ප 05/0	6/2016	200,000.00	USD	Net 30	06/05/2	016	
DSGPO	SMOKE TESTING	U 03/0	1/2016	123,456.00	USD	Net 30	05/06/2	016	

- 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

DRACLE	
Invoice Details Supporting Detail Invoice Defail Querries Invoice Number 358-1996344/80002386 Invoice Number 0922/016	Return to Manage Bills
Attachments RTV Debit Memos	
Run for any invoices where the Merchandise PO on the Invoice Note: It may take several minutes to run and view this data.	e line detail contains "RETURN"
Supplier ID	RUN - RTV Debit Memo Query

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.

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▼ Sear	ch Criteria					
Pay	ment Reference			Payment Sta	itus	Search Clear
- Adv	anced Search					
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Sort Cri Paymer	From Date 03/17/ iteria 1st Sort Paym 2nd Sort	2016 F	T T	Remit Supp To D By Descendin By Ascending Personalize	tier ate 06/17/2011	Q 6 6 8 9 11 02 12 First ↔ 1-5 of 5 ↔ Last
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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.

		DSGPO	980657982	57028415	01/08/2016	0.000	1,665.01	USD	Accounts Payable Vouchers	1
_		DSGPO	980657985	57028418	01/08/2016	0.000	1,665.01	USD	Accounts Payable Vouchers	1
	<i>a</i>	DSGPO	980657986	57028419	01/08/2016	0.000	719.55	USD	Accounts Payable Vouchers	1
		DSGPO	980657987	57028420	01/08/2016	0.000	1,126.68	USD	Accounts Payable Vouchers	1

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

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

	Main	Menu 🔻 >	eSettlements 🔻	> Payments	Review Payr	nents	
ORACL	_€ [.]						
Short Pay De	eduction						
Vendor Nur	mber: 0	001577		Busi	ness Unit: DSGPO		
Vendor N	lame: N	IKE USA INC		Analy	st Name: NIKE		
Atte	ntion: A	TTN: CASH/CLAIN	IS SPEC.	Analy	st Phone: 724-273-	3400	
	P	O BOX 4875		An	alyst Fax: 724-227-	1069	
	в	EAVERTON 0	R 97076	Anal	yst Email: ap@dcsg	j.com	
Deduction	n Codes	: (P - Pricing, C	- Concealed Sho	ortage)	Personalize Find	D Cost	First (1-3 of 3) Las
1 C	on couc	888410790342	GH0641-001	1	124.23	10000	124.2
20		888410790571	GY0936-001	1	141.45		141.4
3 C		888410790588	GY0936-001	1	141.45		141.4
3 C Pay Messag	je:	888410790588	GY0936-001	1	141.45		141.4

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.