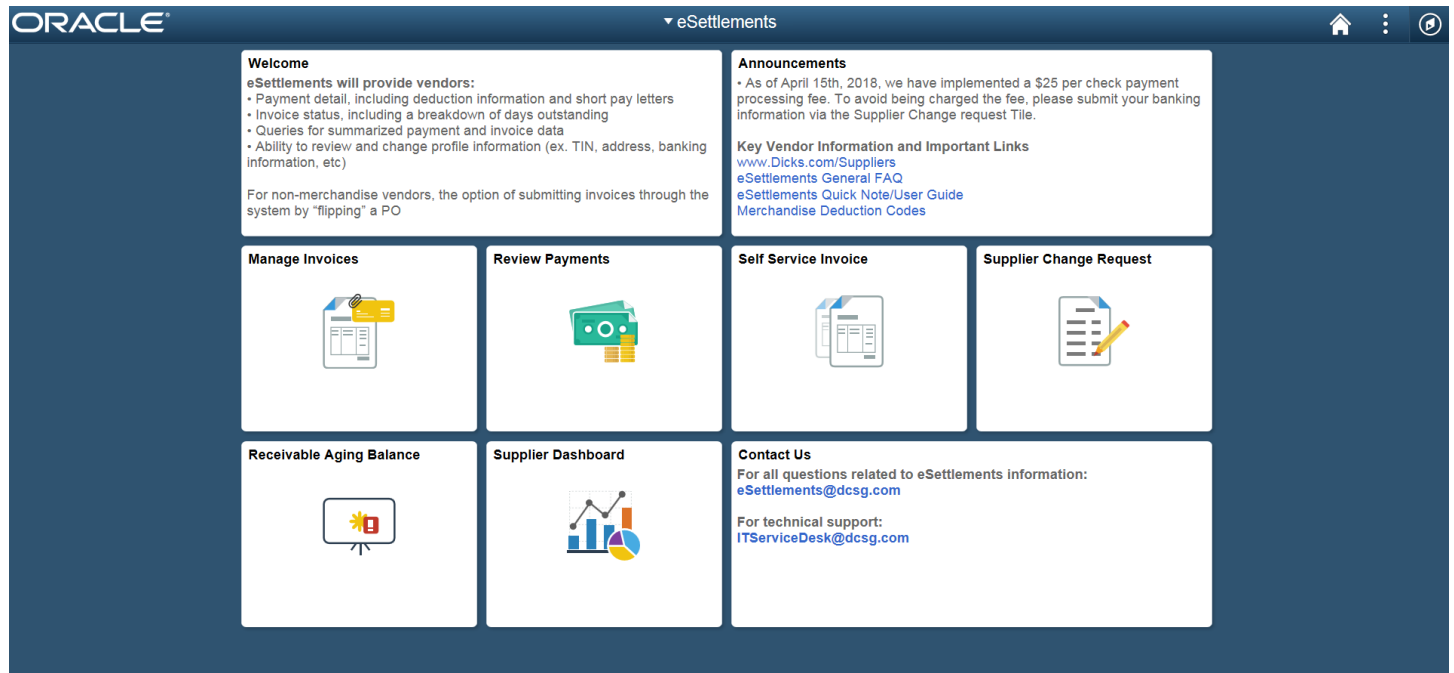


eSETTLEMENTS

Suppliers,

eSettlements is getting a new look effective September 17, 2018. Upon logging in to the eSettlements site, the homepage will now resemble the image below. You are greeted by a series of tiles that can be used to navigate the site. More detailed instructions are found in the remainder of this document. If you have any questions regarding changes in the layout of the site, please direct them to eSettlements@dcsq.com.



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.

Supplier Change Request

1. Click the **Supplier Change Request** tile.
2. Update the following as applicable:
 - Name
 - Address
 - Payment Information
 - Contact information
 - Tax Information
3. Once you have entered the desired changes, the **Submit** page displays.
4. Click the checkbox to **confirm changes** and provide any additional comments as applicable.

Review and Submit Changes for

Use the "Review" button to review changed information.
Use the "Submit" button to submit your change request.
Email communication regarding this request will be sent to:

*Audit Reason Code
Comments
254 characters remaining

Confirm Changes

Review **Withdraw** **Submit**

5. Click **Submit**.

Manage Invoices

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

1. Click the **Manage Invoices** tile.
 2. The **Invoice Inquiry** page displays.
 3. 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.
- Expand the **Advanced Search** section to show the following fields:
- Date Type
 - From Date and To Date
 - Amount Reference
4. Click **Search**.
 5. Click the **Invoice hyperlink** to view more details for the invoice.

Manage Bills

Invoice Inquiry

Invoice: [Search] Invoice Status: [Dropdown] Search

Supplier: [Search] Payment Status: Unpaid [Dropdown] Clear

Buyer: DSGPO [Search] Dick's Merchandising and Sup

1st Sort: [Dropdown] By: Descending [Dropdown] Sort

2nd Sort: Invoice Number [Dropdown] By: Ascending [Dropdown] See Legend

Advanced Search

Date Type: Invoice Date [Dropdown] From Date: 03/01/2018 [Calendar] To Date: 03/31/2018 [Calendar] Voucher Type: Regular Voucher [Radio] Prepayment [Radio]

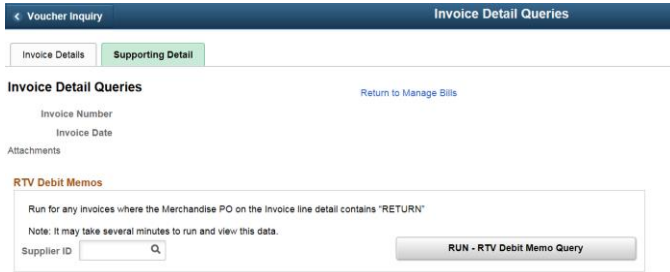
Amount Reference: Any [Dropdown] Amount: [Search] Currency: USD [Dropdown] Voucher ID: [Search]

Invoice Inquiry

Buyer Name	Invoice	Invoice Cycle	Invoice Date	Gross Amount	Currency	Terms	Scheduled to Pay Date
DSGPO	[Red Box]	0	03/06/2018	0.00	USD	Due Now	03/06/2018

eSETTLEMENTS

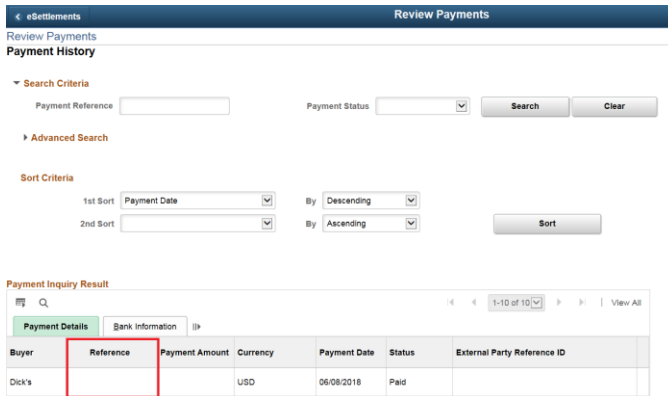
- Click the Supporting Details tab to:
 - View attachments
 - Run reports (Merchandise Return Product Detail, Defective Allowance and BDF, New Store Discounts)



Review Payments

Follow the steps below to review payments:

- Click the **Review Payments** tile.
- The **Payment History** page displays.
- Click the **Reference** hyperlink to view the details of the vouchers paid.



Voucher Paid Detail

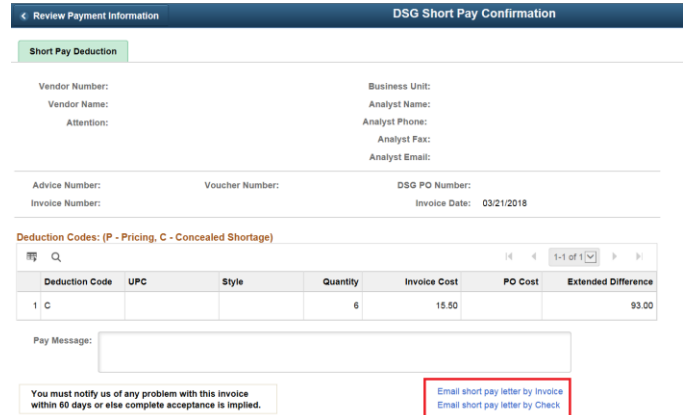
If there is a green icon in the far left column, the Invoice is short paid.

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

	DSGPO		03/21/2018	0.000	10,137.00 USD	Accounts Payable Vouchers
	DSGPO		03/28/2018	0.000	124.00 USD	Accounts Payable Vouchers
	DSGPO		03/28/2018	0.000	139.50 USD	Accounts Payable Vouchers

- The **Deduction Details** page displays.

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



Supplier Dashboard

- Click the **Supplier Dashboard** tile.
- The **General Summary** page displays. From here, you can view your current balances.
- Click the **Supplier Query** tab to run additional reports:
 - Balance by Due Date
 - Merchandise Return Product Detail
 - Payment Advice Details
 - Defective Allowance and BDF