



eSettlements / Supplier Portal FAQ

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 profile information (email, address, W9 etc.) Eligible non-merchandise vendors also have the ability to submit invoices via the site.

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? We strongly encourage its use as it is the most efficient means of obtaining payment details and management of your vendor account with us. Eligible non-merchandise vendors will be contacted to use the portal for self-service invoice submission. If you opt out of self-service invoicing, a \$25 per invoice processing fee will be assessed.

How do I get setup/access the site? Please email eSettlements@dcs.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@dcs.com.

Who do I contact if I forgot my password? Please call the Dick's Sporting Goods IT helpdesk at 866-418-3456 (option 3 then option 1). 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 866-418-3456 (option 3 then option 1).

How do I reset my password? Please use the reset password link on the login screen. On the reset screen, "@dcs.com" will need to be included after your username (ex. VDR0000000@dcs.com). If you do not know your previous password, you will need to call our IT helpdesk.

Who do I contact if I can't see payment details, invoice deduction images, or an invoice is missing? Please email eSettlements@dcs.com and explain what you are looking for or what is missing and an AP associate will respond to your email.

Further information and resources:

Supplier Website: www.dicks.com/suppliers

Contact us:

eSettlements: eSettlements@dcs.com

Merchandise Accounts Payable: MerchandiseAcctsPay@dcs.com

Non-Merchandise Accounts Payable: ExpensePayables@dcs.com

Dick's IT Service Desk: itservicedesk@dcs.com or 866-418-3456 (option 3 then option 1)