



## What's Next?

### Business to Business Portal Vendors

Some DICK's Sporting Goods' purchase order requests and vendor invoices are currently submitted via a Business to Business Portal. If utilizing one of our existing portals, please contact your buyer about details on your invoice submission process. (Examples of Business to Business portals include, but are not limited to: Ariba, Service Channel, Tririga, etc).

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### Non Business to Business Portal Vendors:

#### Obtaining your Peoplesoft Purchase Order (PO) number

DSG has a strict "No PO No Pay" policy. A PO is mandatory for procurement of any non-merchandise goods and services at DSG. Please be sure that the PO number created by DSG and emailed to your PO contact is visible on the Invoice before submitting to DSG for payment. Our PO's are alpha-numeric, consisting of 5 letters beginning with DSG followed by 10 numeric digits (i.e. DSGGN-0000012345).

Any invoice without the PO number visible on it will be returned to you, delaying the payment process.

#### Submitting Invoices

Please submit invoices with their DSG PO number visible on them to [ExpensePayables@dcs.com](mailto:ExpensePayables@dcs.com). For more information on how to submit invoices, please see the FAQs section below.

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### Getting Paid

- Pay cycles are twice a week: Wednesday & Friday
- Payments are made according to payment terms from invoice date
- All approved invoices will get selected for payment on the next pay cycle.

Any ACH payments will be paid based on a 2- business day settlement. If a banking holiday falls on the settlement date, funds will be available the next business day.

Please refer to your bank on availability of funds. If payment is missing, please reach out to [ExpensePayables@dcs.com](mailto:ExpensePayables@dcs.com).

*\*Pay cycle schedule and settlement dates are subject to change.*

### eSettlements-Take Control!

#### eSettlements

eSettlements allows you to access information on payments, invoices, manage your supplier profile, and more. For more information and to sign up, please contact [eSettlements@dcs.com](mailto:eSettlements@dcs.com).

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## C2FO-Want early funding?

### C2FO Early Pay Program

C2FO is a dynamic early payment marketplace that gives our suppliers the ability to request early funding on approved invoices. You should receive emails from C2FO with information on the program and how to register your account.

You may also learn more about the program and register your account online: [c2fo.com/dickssportinggoods](https://c2fo.com/dickssportinggoods) If you need assistance with registration, call or email us at: +1 844.556.4897 or [dickssportinggoods@c2fo.com](mailto:dickssportinggoods@c2fo.com).

## Who to Contact

DEPARTMENT	EMAIL
Expense Payables	<a href="mailto:ExpensePayables@dcsg.com">ExpensePayables@dcsg.com</a>
eSettlements	<a href="mailto:eSettlements@dcsg.com">eSettlements@dcsg.com</a>
Purchase Orders/Procurement/Subsystems	<a href="mailto:ProcurementOperations@dcsg.com">ProcurementOperations@dcsg.com</a>
Supplier Diversity	<a href="mailto:SupplierDiversity@dcsg.com">SupplierDiversity@dcsg.com</a>

## FAQs

### How do I submit invoices?

Invoices must be sent as attachments with one attachment per invoice. Please include your vendor name along with "Invoice" in the subject line. For consolidated invoices, please use "Consolidation" in the subject line.

For invoices attached to a purchase orders (PO), the below information must be included on the invoice:

- DSG vendor ID - this can be found on your DSG PO
- PO Number
  - Example: DSGMK – 000000XXXX
- PO Line Number and Description

***\*Failure to include the above requirements could delay processing or result in your invoice not being processed.***

### How do I update payment information?

In order to update the banking information on your vendor profile, you will need to submit your updated banking information on your company letterhead, complete with a signature of a financial officer (Director level or above) of your company to [VendorManagement@dcsg.com](mailto:VendorManagement@dcsg.com). Please see the [Template](#) that you are welcome to use for reference.



## How do I check for payment status of invoices?

All Payment Inquiries can be resolved by using our eSettlements portal that allows you to find all invoice, payment, and deduction support. Contact [eSettlements@dcsg.com](mailto:eSettlements@dcsg.com) to sign up for the portal.

Please note that invoices are not listed in the eSettlements portal until they are processed for payment. If you are inquiring about an invoice not listed in the portal, please email [ExpensePayables@dcsg.com](mailto:ExpensePayables@dcsg.com). Be sure to include "Payment Inquiry" in the subject with the following details in the inquiry:

- Vendor name
- Vendor number
- Invoice number
- Copy of the invoice (not a statement)
- PO number (if applicable)
- Subsystem (if applicable)

## When will I get a response from my inquiry?

Please allow 72 hours to address your request. Again, incomplete requests not obtaining the above requirements may result in a delayed response.

## Can I be notified when a payment is processed?

Remittances are sent via email to the remittance email contact the same day payment is issued. If you need to update your remittance contact, you can do so in the eSettlements portal. Please note that there is only room for two email addresses to receive remittances (a shared/combined/distro mailbox works best).

## Why was there a deduction to my payment?

Chargebacks may occur due to the following:

- Incorrect invoice data
- SSI vendors not using SSI
- Reissuance of checks due to a bad address
- Multiple invoices on one attachment
- Paper checks

Prior to the first chargeback warnings will be sent to resolve the issue. If the issue is not resolved, then chargebacks will begin.

If you are unsure of the reason behind your chargeback, please reach out to [ExpensePayables@dcsg.com](mailto:ExpensePayables@dcsg.com) using "Inquiry" in your subject line.

## Still can't find what you're looking for?

Please use the following link to access our non-merchandise supplier portal:

<https://www.dickssportinggoods.com/s/non-merchandise-suppliers>