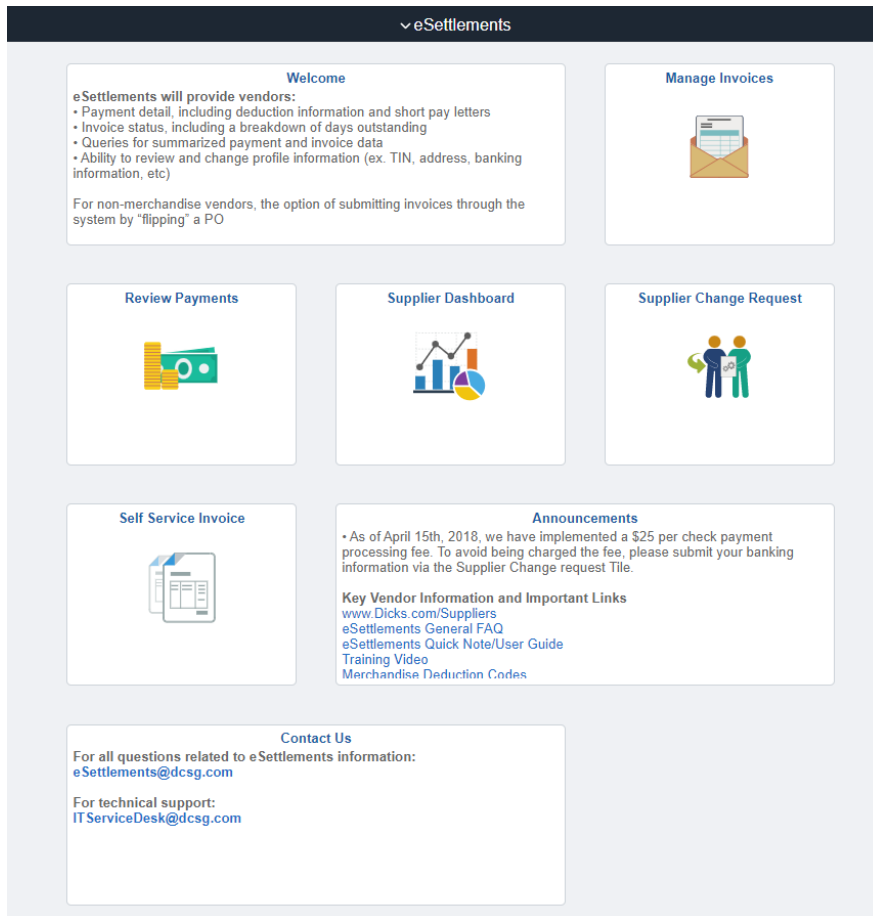




eSettlements Quick Notes

Once logged into the eSettlements site, the homepage will resemble the image below. Each tile can be used to navigate the site. A list of what is available in each tile is listed below and will assist you in navigating the site to locate what you need. If you have any further questions, please reach out to eSettlements@dcs.com.



Supplier Dashboard

The Supplier Dashboard contains various Supplier Queries used to receive information/backup for the following:

- Scheduled invoice pay dates
- Short Pay details
- RTV Debit Memo detail
- Payment detail
- Defective Allowance/BDF Invoices
- New Store Discount backup
- Defective Allowance PO backup detail
- Business Development Funds PO backup detail



Review Payments

The Review Payments page allows you to search for payments and view payment remittance details.

- Search by payment reference number
- Filter by date range of payments
- Payment remittance details can be downloaded into an Excel file

Manage Invoices

The Manage Invoices page allows you to review invoices submitted and the status of each invoice along with retrieving deduction backup.

- Search individual invoices
- Find backup for credit deductions by clicking on invoice hyperlink
- Short pay letters by invoice/check for invoice shortages can be selected to be received by email
- Find payment remittance number for invoices
- Only processed invoices will appear. If invoices are not in the portal, please contact your AP Analyst or Expense Payables

Supplier Change Request

The Supplier Change Request page allows you to make various supplier changes including:

- Supplier Name
- Address
- Contact Information

(Please Note: All supplier changes will first be reviewed by Vendor Management who may need to contact you for verification)

Self Service Invoice

The Self Service Invoice page allows select vendors to submit invoices through the portal.

- Only eligible non-merchandise vendors who qualify can use this invoicing method
- Eligible vendors will be contacted by Expense Payables



FAQ's

Logging In

When logging into the eSettlements portal you will be automatically redirected to a Microsoft page where you will need to enter your username with **@dcsg.com** after it. For example, if your username is VDR0012345 you will need to enter VDR0012345@dcsg.com.

Password Reset

Passwords expire every 60 days for your eSettlements account and can't be emailed or reset via email. If you know your current password you can reset your password by going to changemypassword.dcs.com. Passwords must contain at least 8 characters, 1 capital letter, 1 lower case letter, 1 number or symbol, and can't be any of your previous 6 passwords.

If you have forgotten your password, you must call the Dick's Sporting Goods Technology Service Desk at (866) 418-3456 (option 1) and request a password reset. Please have your username ready for the technician.

Deductions

Please follow this link to view our commonly used deduction codes: [Deduction Codes](#). Deduction backup that is available on eSettlements **will not be provided via email**. Backup for all deductions can be found in the eSettlements Portal except for Compliance related charge backs. Compliance charge backs can be found by visiting the DSG Freight Portal at dsgfreight.com or contact VendorRelationsComplianceTeam@dcsg.com.

Dispute Flags

If you see an invoice with a dispute flag, this invoice is scheduled to pay, but has not yet been processed due to pending deductions on the account. If you have further questions, please reach out to MerchandiseAcctsPay@dcsg.com or your main AP contact for assistance. If you click the dispute icon you will receive an error message, and this should be ignored.