



Vendor Direct - Domestic Transportation Routing Update

****EFFECTIVE Jan 1, 2024****

Jan 2024

Dear Valued Supplier:

At DICK'S Sporting Goods, Inc. ("DICK'S"), we believe that supplying our customers with premium products and service makes all the difference. That is why we are reaching out to our suppliers to provide important information regarding our drop ship guidelines utilizing FedEx as our preferred carrier.

These guidelines are effective **Jan 1, 2024** and supersede all previous shipping guidelines or account numbers.

Domestic Small Parcel Requirements

- You will need your FedEx shipper account number for pickup and routing purposes. If you do not have an account number call 1.800.GOFedEx (1.800.463.3339) to set one up or go to FedEx.com at <https://www.fedex.com/en-us/create-account.html>
- **All FedEx shipments must be prepared using an automated shipping solution**, such as FedEx Ship Manager® at fedex.com or FedEx Ship Manager® software. System and technical automation support should be directed to FedEx or your Third-Party Shipping Provider. Contact FedEx Automation Support at (1.877.339.2774).
- Use the following address in the **FROM** section of the shipping label:
DICK'S Sporting Goods
1314 Conklin Rd. Ste B
Conklin, NY 13748
(877) 846-9997

NOTE:

Your address, as the SHIPPER, would normally appear in the FROM section on the label. We request that the FROM section reflect the above DICK'S address. Typically this is achieved by creating and selecting an "Alternate Sender" (see FedEx.com example on the next page for reference). This will overwrite the SHIPPER address on the label yet retain your address behind the scenes for proper routing and tracking. System capabilities can vary based on FedEx shipping application. If you are unable to list different addresses (Shipper and From) then please work with FedEx Automation Support (1.877.339.2774) or your Third-Party Shipping Provider to review your capabilities. Please provide their feedback to DSG at VDCAdmin@dcsg.com

Service Requirements

- Ship Methods Ground (carrier not specified), Overnight (carrier not specified)
- Select **FedEx Home Delivery®** for residential packages **up to 70 lbs.** each (not to exceed 108" in length and 165" in length and girth combined) shipped directly to our customers
 - **TIP: For FedEx Home Delivery to populate as a service option, you must select Residential**
- Select **FedEx Ground®** for packages **weighing over 70 lbs. and up to 150 lbs.** per package (non-palletized, not to exceed 108" in length and 165" in length and girth combined) and indicate residential
- **FedEx Express services are to be used only when requested by DICK'S or prior authorization has been given**

- If DSG authorized you to ship an order **Overnight**, then **FedEx Standard Overnight should always be selected as the default service**. If the recipient's zip code is not eligible for FedEx Standard Overnight service, then Priority Overnight can be selected.
- **Package in plain boxes** free of brands and stickers
- **Do not declare value**

FedEx.com Example (Selecting “Alternate Sender” Address)

1. From [Help](#) [Edit](#)

Test Shipper, 557 SIX CROWNS ST, COLLIERVILLE, Tennessee, 380171717, United States

Example: Creating an Alternate Sender:

1. Click Edit in the From section
2. Fill in required fields for DICK’S Sporting Goods return address
3. Click “Save new sender...”

1. From [Help](#) [Hide](#)

Saved senders

* Country/Territory

Company

* Contact name

* Address 1

Address 2

* ZIP

* City

* State

* Phone no. ext.

Save as my default address

Save new sender in address book

Example: Use of saved Alternate Sender once created:

1. Select DICK’S from saved senders when shipping for DSG

1. From [Help](#) [Hide](#)

Saved senders

* Country/Territory

Company

* Contact name

* Address 1

Address 2

* ZIP

* City

* State

* Phone no. ext.

Save as my default address

Save new sender in address book

Save changes in address book

Billing Requirements

- Vendors must ship on their own FedEx Shipper account number and select the payment terms as bill **Third Party** to DSG's VDC account number **716047598**
****Vendor Direct to Consumer Shipments Only****
- Enter a valid DICK'S Purchase Order number in the P.O. no reference field

4. Billing Details Help Hide

* Bill transportation to Third party ▼

[update the credit card tied to my account](#)

* Account no. 716047598

Your reference

More reference fields [Add an account](#)

P.O. no. 9871800766

Invoice no.

Department no.

Billing Requirements:

1. Bill Third Party to **716047598**
2. DICK'S Sporting Goods P.O. Number

Sample Label

- Upon system configuration, please send a test label to VDCAdmin@dcsq.com for label validation
- Upon receipt of your first Purchase Order from DICK'S, please send a copy of your FedEx shipping label directly to VDCAdmin@dcsq.com for a secondary label validation
- Below is a sample label for reference

1 FROM: DICK'S Sporting Goods (877) 846-9997
 1314 Conklin Rd. Ste B
 Conklin NY 13748
 US

SHIP DATE: 22APR22
 ACTWGT: 5.00 LB
 CAD: 107924801/MNET4460

2 BILL 3rd PARTY

TOCONTACT NAME

123 MAIN ST.
 **TEST LABEL - DO NOT SHIP
 BEVERLY HILLS CA 90210
 (123) 123-1234

INVT: **3** PO: 9871800766 REF: DEPT:

(US) 560J2B0F9JFE4A

FedEx Home Delivery

H
0221022010501uv

Label Requirements:

1. FROM: use DICK'S Sporting Goods Return Address
2. Bill Third Party to **716047598**
3. Reference DICK'S Sporting Goods P.O. Number

TRK# 7766 4310 5269

90210

9622 0850 3 (000 000 0000) 0 00 7766 4310 5269



Additional Reminders from the DSG Vendor Routing Guide:

- The full vendor routing guide is located at www.dsgfreight.com
- As agreed to in the VDC Addendum in 6.d.:
 - After transmitting an Order Advance Ship Notice, Vendor will electronically invoice Dick's. Vendor will not receive payment until the Order Advance Ship Notice and electronic invoice is received
- Please ensure you are invoicing in a timely manner, as listed in the DSG Routing Guide **7.5.4 Invoice Research and Disputes**

Invoice Research –It is the vendors' responsibility to obtain information related to contractual deductions available via the eSettlements platform. Any manual requests for information available in the eSettlements platform are subject to a \$25 chargeback per inquiry. This chargeback will be reflected on payment with the code ESB. (eSettlements back-up)

- Ex. Inv182342343 ESB

If you need access to eSettlements, please contact eSettlements@dcsq.com directly.

Disputes – Invoices older than 3 months but less than 6 months: \$25 charge per Invoice No Research will be done on any invoices or invoice discrepancies over 6 months from the invoice date.

*Sending a complete statement is not disputing invoices. For further information, please reference the full Routing Guide at www.dsgfreight.com

- **Vendor Direct Compliance:**

VENDOR DIRECT – Compliance recording each fiscal month		Violation Amount
EOT	On-time Vendor Direct less than 98%.for the fiscal month	\$25/order plus 5% COG/day each subsequent day late
EFR	Cancelled orders below 98% fill rate for fiscal month	\$25/cancelled order

Compliance Statement

Shipping charges will be invoiced directly to DICK'S, while additional fees associated with your FedEx shipments, including pickup fees, if applicable, will be invoiced to you. Vendor will be responsible for shipping charges if the correct 3rd party account # and payment terms are not utilized. Not using the appropriate 3rd party billing account number will result in a compliance charge for the administrative fee to research and apply the correct account number. Costs associated with any other method of shipment falling outside these guidelines may not be paid by DICK'S. Vendor will be responsible for additional charges for failure to follow DICK'S requirements. DICK'S may require reimbursement for excess expenses incurred as a result of noncompliance. Each vendor/supplier is responsible for communicating and implementing this transportation directive to their Logistics Department and/or all individuals responsible for shipping.

Account Confidentiality

FedEx billing account numbers are considered Confidential Information and should only be communicated for the limited purpose of preparing FedEx shipments under these Routing Instructions. Do not post this information online or make it generally available beyond what is required for your company to follow these instructions.

FedEx Support

Please contact FedEx Vendor Support toll free at (1.866.883.9290) for assistance with these routing guidelines. This resource is available Monday through Friday, 8 a.m. to 5 p.m. CST. You may contact FedEx Customer Service at 1.800.GoFedEx (1.800.463.3339) for assistance with scheduling a FedEx Ground pick-up at any time.

We value you as a supplier and trust that this process will only enhance our working relationship.

Thank you for your cooperation and support.

Sincerely,
The Vendor Direct Team
DICK'S Sporting Goods, Inc.
VDCAdmin@dcsg.com