




New Supplier Checklist (for Non-Merchandise Suppliers to DICK'S Sporting Goods)

This checklist describes the information that potential suppliers should be prepared to provide in order to qualify as a supplier with DICK'S Sporting Goods, Inc.

	Required Fields	Domestic Suppliers	Non-US Suppliers
	Supplier Company's Legal Name	Must be the exact name you have filed with the IRS and must match the Withholding Name on Line 1 of your W-9 or W-8 Tax Form	Must match the name on your W-9 or W-8 Tax Form
	Supplier Company's DBA Name	"Doing Business as" or the name commonly used when referencing your company	"Doing Business as" or the name commonly used when referencing your company
	Tax ID Information - Tax Type - Tax Number - W-9 or W-8 Tax Form	Tax Number: Federal employment identification number (EIN) or Social Security Number (SSN) W-9 Tax Form: Requires the latest version of the form	Tax Number: Federal employment identification number (EIN) or Social Security Number (SSN) W-9 / W-8 Tax Form: Requires the latest version of the form
	Legal Entity	Describes the corporate structure of your company (Corporation, LLC, Sole Proprietorship, etc.)	Describes the corporate structure of your company (Corporation, LLC, Sole Proprietorship, etc.)
	DUNS Number	A unique 9-digit identifier for businesses assigned by Dun & Bradstreet. For more information on D&B / DUNS, visit: http://www.dnb.com/duns-number.html	A unique 9-digit identifier for businesses assigned by Dun & Bradstreet. For more information on D&B / DUNS, visit: http://www.dnb.com/duns-number.html
	Contact Name, Email, and Phone Number	Representative authorized to enter into legal agreements on behalf of your company	Representative authorized to enter into legal agreements on behalf of your company
	Additional Contact Information	If chosen as an approved supplier, be prepared to provide the name, email address, and phone number for the following Supplier contacts: Accounts Receivable, Relationship Manager, Purchase Orders	If chosen as an approved supplier, be prepared to provide the name, email address, and phone number for the following Supplier contacts: Accounts Receivable, Relationship Manager, Purchase Orders
	Corporate Address	The physical street address of your company; PO boxes will not be accepted	The legal address as listed on your W-8 Tax Form
	Remittance Address	Address to remit payments if not paid by ACH or EFT	The legal address as listed on your W-8 Tax Form



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	Banking Information	<ul style="list-style-type: none"> - Includes the Bank Name, Account Number, Routing Number, Account Type, and Account Holder Name - Used for payments made by ACH or EFT - Must be submitted on company letterhead with an authorized financial signature (Director or higher) 	<ul style="list-style-type: none"> - Includes the Bank Name, Bank Country, Account Number, SWIFT CODE, Account Type, and Account Holder Name - Used for payments made by ACH or EFT - Must be submitted on company letterhead with an authorized financial signature (Director or higher)
	Supplier Inclusion & Diverse Status	If you qualify as a diverse supplier, be prepared to indicate your status, and provide corresponding certificates	If you qualify as a diverse supplier, be prepared to indicate your status, and provide corresponding certificates
	Products & Services Information	Detailed description of products and/or services you provide	Detailed description of products and/or services you provide
	Primary NAICS Codes	Provide your Top 1-3 NAICS Codes. For more information, visit: https://www.naics.com/search/	Not applicable
	Do you have a factoring relationship with any financial entity?	If your company is being financed by a third-party financial partner or has a factoring relationship with a financial entity, be prepared to provide a letter from both your company and the factoring company	If your company is being financed by a third-party financial partner or has a factoring relationship with a financial entity, be prepared to provide a letter from both your company and the factoring company
	Would you be interested in Dynamic Discounting or Supply Chain Financing?	If your company would like to find out more about the Dynamic Discounting and Supply Chain Financing options Dick's Sporting Goods has available, visit https://dsg.c2fo.com/dsg	If your company would like to find out more about the Dynamic Discounting and Supply Chain Financing options Dick's Sporting Goods has available, visit https://dsg.c2fo.com/dsg
	Insurance	Insurance carrier information, certificate expiration date, and insurance certificate (if available).	Insurance carrier information, certificate expiration date, and insurance certificate (if available).