



**Disney**  
**Worldwide Services, Inc.**

## **Dear Disney Worldwide Services Supplier,**

As a valued supplier of **Disney Worldwide Services, Inc. and its affiliates and subsidiaries (collectively, DWS)**, we appreciate and thank you. We are pleased to announce that we are transforming our sourcing and procurement process with a new **Source to Pay** solution provided by **Coupa Software**.

Changes in how you interact with DWS for Purchase Orders (POs) will include:

- A new PO numbering system with POs starting with a “7” and consisting of 10 digits
- A new email address (do\_not\_reply@disney.coupahost.com) from which Purchase Orders will be sent

If you are receiving requests from Disney that are using legacy system Purchase Orders that start with a “45” or “30” and are ten digits long, please follow the instructions provided for invoicing as not all requests will be using the new Coupa Purchase Order process.

### **When is the Transition to Coupa**

These changes will launch in phases for each of our regions/countries in which we do business throughout the next year. The following DWS legal entities will go live beginning **July 31, 2023**:

**Australia**  
ESPN Australia Pty Ltd  
The Walt Disney Co AU P/L

**Austria**  
TWDC (Austria) GmbH

**Belgium**  
TWDC (Benelux) BV  
Transfer N.V.

**Chile**  
TFCF IC Chile  
TWDC Chile S.A.

**Colombia**  
TWDC Colombia S.A.  
ESPN Colombia  
TFCF Colombia

**Germany**  
BVI Film Prod (Ger) GmbH  
TWDC (Germany) GmbH  
WDI (Germany) GmbH

**Japan**  
BroadcastSatellite Disney  
TWDC (Japan) Ltd.

**Korea**  
TWDC Korea, LLC

**Netherlands**  
Eredivisie Media & Marketing CV  
The Capitals B.V.  
TWDC (Benelux) BV

**New Zealand**  
The Walt Disney Co NZ Ltd

**Peru**  
TWDC Peru S.A.

**Switzerland**  
TWDC (Switzerland) GmbH

**United States**  
Ambroco Development Corp  
Coml Apartment Prop, Inc.  
Disney Corp Svcs Co, LLC  
Disney Enterprises, Inc.  
Disney Fincl Svcs  
Disney HR Svcs  
Disney Int'l Empl Svc Inc.  
Disney Media Dist, Inc.  
Disney Worldwide Services  
DS Team Enterprises, Inc.  
Dynamic Campus  
Earth Star, Inc.  
Golden Oak Ranch Prop  
Hudson Square Realty, LLC  
Marvel Entertainment, LLC  
TFCF America, Inc.  
TFCF Ent Group Holdings  
The Disney Children's Ctr  
The Disney Club, LLC  
The Disney Store, Inc.  
Times Square Studios Ltd  
Trilith South LLC  
TWDC Enterprises 18 Corp.  
Vista Communications, Inc.  
36/38/40 W 66 Realty Co

## What you need to do TODAY

To prepare for this change, access the [Disney Supplier Management Portal \(DSMP\)](#). The DSMP, powered by APEX Analytix, houses contact, banking, and other pertinent information about your company.

There are two key sections in the DSMP to review before our transition:

1. The **Primary Contact Name and Email**
2. The **PO Delivery Email Address** – (FAX transmissions will no longer be supported)

If these two key items are not accurate, you will need to update this information and submit changes within the DSMP as soon as possible. If there are no changes to your record, no action is required.

## Coupa Supplier Portal

Another advantage of the transition to Coupa is that suppliers can also use the **Coupa Supplier Portal (CSP)**. Visit our [Coupa Help Site](#) to learn more about our Coupa solution and CSP features.

## What's Next?

You will receive important emails from Coupa on our behalf with more information about this upcoming change and to help you create your required account for the CSP. These emails are not spam/phishing emails. Please add [donotreply@supplier.coupa.com](mailto:donotreply@supplier.coupa.com), [do\\_not\\_reply@supplier.coupahost.com](mailto:do_not_reply@supplier.coupahost.com) and [noreply@apexanalytix.com](mailto:noreply@apexanalytix.com) to your spam filter as approved senders.

In the DWS version of CSP, if there is a need to make updates to your company record, continue to make the updates in the [Disney Supplier Management Portal \(DSMP\)](#). The DSMP continues to house contact, banking, and other pertinent information about your company.

**Help?**

If help is needed accessing the [DSMP](#) or with the steps required to review your company records, please reference the [DSMP Frequently Asked Questions](#) document, which also provides more information about our Coupa Transition.

Thank you,  
Disney Worldwide Services, Inc.

*\*\* Please do not reply to this communication as this address is not a monitored email account. \*\**

Partnered with coupa