



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.coupa.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 use current invoice submission methods as not all requests will be using the new Coupa Purchase Order process. During the transition period you could potentially have a combination of POs that begin with “70”, “30” and “45” until all your POs have transitioned to Coupa.

When is the Transition to Coupa

These changes will launch in phases for each of our regions/countries in which we do business. You are receiving this email as DWS legal entities that you are transacting with will go live beginning **June 2, 2024. These will include our legal entities in Argentina and France.** For a full listing of Disney legal entities that are transitioning to Coupa and their transition dates, click [here](#).

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)

Coupa Invitations and Purchase Orders will not be sent if these are not correct.

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. When making changes in the DSMP, ensure that the “Submit” button is clicked on the Review and Submit page to transmit the information back to the DSMP Admin for approval. 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 recommended account for the CSP. These emails are not spam/phishing emails. Please add these email addresses to your spam filter as approved senders: donotreply@supplier.coupa.com, do_not_reply@supplier.coupahost.com, and noreply@apexanalytix.com.

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.

Also, Coupa will be directly contacting – via phone call and/or email – some of our suppliers in an effort to help these suppliers register in the Coupa Supplier Portal (CSP). Registering suppliers in the CSP is essential to our process and is where suppliers will manage all purchase orders, create invoices, and communicate directly with Disney buyers. All Suppliers can attend a [Coupa Webinar](#) or watch a recording to get more information on how to register and use the CSP. Suppliers do not need to wait to be contacted to register for Coupa. When receiving the first Purchase Order from Coupa, click “Create Invoice” and follow the prompts to register.

Help?

Please reference the [Disney Coupa Transition Information](#) webpage if you need help accessing DSMP, updating your company record, or to get more information about our transition to Coupa.

Thank you,

Disney Worldwide Services, Inc.