



Disney
Worldwide Services, Inc.

Dear Shanghai Disney Resort Suppliers,

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 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 Shanghai Disney Resort.** For a full listing of Disney legal entities that are transitioning to Coupa and their transition dates, click [here](#).

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 and do_not_reply@supplier.coupahost.com

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. However, these functions could keep previous practices as well. All Suppliers can attend a [Coupa Webinar](#) or watch a recording to get more information on how to register and use the CSP.

Help?

Please contact your Disney buyer for assistance.

Thank you,

Disney Worldwide Services, Inc.