



## Purchase Order Invoice Submission (For Suppliers)

1. Access the *Disney Supplier Management Portal (DSMP)* <https://disney.apexanalytix.com/>  
If this is your first visit to the DSMP, please update your company profile so we have the most updated information.

2. On the home page, click the **Purchase Order Invoice Submission** link above the Quick Apps section.

### Welcome to the Disney Supplier Management Portal

#### Supplier Features:

- **Registration/Update:** Review and update selected information about your company (contact information, banking, remittance email).
- **Invoice/Payment Search:** Provides status and payment information on invoices.
- **Purchase Order Invoice Submission:** Upload PO Invoices to Accounts Payable. Get started here: [Purchase Order Invoice Submission](#)
- **Accelerate Cash:** Select eligible invoices to be paid early with discount. (Available for suppliers doing business with Disney businesses in North America.)

For training reference guides on all modules, see Help >> Vendor Guide in the links above.

For further assistance, please contact APEX Analytix support at +1 (855) 447-6782 or email us at [portalsupport@apexanalytix.com](mailto:portalsupport@apexanalytix.com).

3. The *Invoice Submission* form will appear.

4. **Enter Invoice Purchase Order Number** (invoices must reference a PO Number which will start with a 45 or a 30). If the criteria is not met, you will receive a warning.  
*Note: Please allow 24 hours to submit an invoice from when a PO Number is created.*

Please enter the following to submit your Purchase Order Invoice to Disney Worldwide Shared Services Accounts Payable.

Enter Invoice Purchase Order Number

Enter Invoice Number (Max length 16 characters; excluding these symbols: () @ / \ ! # % \* " < > and no spaces.)

To complete submission, upload a copy of your Invoice. (All attachments must be .pdf, .tif, or .tiff @ 300 DPI resolution)

5. **Enter Invoice Number** (Max length 16 characters; excluding these symbols: () @ / \ ! # % \* " < > and no spaces). If the criteria is not met, you will receive a warning.
  6. **Upload a clear copy of the invoice.** The invoice should be in .pdf, .tiff or .tif format only. Note that you can only upload one invoice at a time. Multiple invoices in one attachment will not be seen.
  7. **Click Submit form.** You will receive a confirmation number for each submission.
- The invoice will appear in the **Invoice / Payment Search** module of the DSMP after the next refresh within 24 hours. You can also request *early payment* with the **Accelerate Cash** feature when the invoice becomes an open item.
  - Due to statutory requirements suppliers from China, France, India, Indonesia, Italy, Japan, Korea, Malaysia, Philippines, Spain, Taiwan, Thailand & Vietnam are not eligible to utilize this process.

## Other Purchase Order Invoice Submission Methods for Suppliers

- Suppliers can also send PO invoices directly to the AP Imaging vendors via **mail/post** as directed on the Purchase Order. This may vary depending on the country that you are doing business with.

Asia	Europe	North America
Not Applicable for the Asia region. Suppliers should send invoices to your Disney representative	Use the Disney Legal entity name in the company name field PO Box 735 Redhill RH1 9FQ Great Britain	Disney Worldwide Shared Services Accounts Payable PO Box 10120 Lake Buena Vista, FL 32830

- Suppliers can send PO invoices directly to the AP Imaging vendor via **email**:
  - North America: [dwssap.io@image-1.com](mailto:dwssap.io@image-1.com)
  - Europe: [Disney.emea.po@image-1.com](mailto:Disney.emea.po@image-1.com)
  - Asia: Not Applicable. Supplier sends invoices to their Disney representative



## Purchase Order Invoice Submission Frequently Asked Questions (For Suppliers)

Disney Suppliers that currently send invoices to DWSS AP now have the ability to upload Purchase Order invoices directly to Accounts Payable via the Purchase Order Invoice Submission module within the Disney Supplier Management Portal (DSMP).

- **What type of invoices does this apply to?**

- This upload process is only for valid Purchase Order invoices. A warning will appear when a valid PO Number is not entered to alert the supplier to verify the PO Number and/or contact the Disney Representative.
- *Note: Please allow 24 hours to submit an invoice from when a PO Number is created.*

- **Why offer this new invoice submission method?**

- This feature provides Suppliers with an efficient and cost effective alternative to submitting invoices via email, fax or postal mail.

- **Who has the ability to upload invoices through the DSMP?**

- The PO Invoice Submission method in the DSMP is for use by Suppliers only.
- The PO invoice upload functionality is available to Suppliers in Asia, North America and EMEA with exception to China, France, India, Indonesia, Italy, Japan, Korea, Malaysia, Philippines, Spain, Taiwan, Thailand & Vietnam due to statutory requirements.
- Disney Casual Buyers/Disney Requestors/DSMP Proxy Role users should continue to use the ZPO – PO Invoice Upload transaction in SAP.

- **Are duplicate invoices validated upfront?**

- There is not a duplicate check upfront. Our system will perform a duplicate check as the invoice is transmitted into workflow. Duplicate invoices will be automatically deleted.

- **If an ERS or Ariba supplier submits an invoice, what will occur?**

- Our system will detect an ERS and Ariba submission and will flag it to be deleted.

- **How large can the file size be for each invoice? What file types can be uploaded?**

- 10 MB is the maximum for each pdf or tif file.

- **What if I do not have an invoice number?**

- Key *Invoice Numbers* as you see (limit is 16 characters); if more than 16 characters, key the **Last** 16 characters of the invoice number as you see them.
- If there is no invoice number:
  - Use *Account Number* (**Last** 10 characters of Account Number) + *Invoice Date* (MMDDYY)
- If there is no invoice number or account number:
  - Use *Invoice Date* (MMDDYY)

- **How do I know my upload was successful?**

- Each upload will receive a confirmation number. In 24 hours, you should see it in the Supplier Invoice / Payment Search module in the DSMP unless there is a defect or duplicate detected.

- **What is the processing time?**

- Suppliers will need to allow 24 hours for the invoice to appear in the AP invoice queue. The invoice will also appear in the DSMP Invoice Search /Payment Module on the next daily refresh. Please note, normal processing times will still apply. (5-7 business days)

Disney Requestors see the Financial Systems Help for [invoice submission](#) procedures within the company.