

A CHANGE TO THE INVOICING PROCESS IN AMEA

Contact AP Help Desk

Country	AP Helpdesk (TFN)	AP Queries Email Address
China Telecom – South China China Netcom – North China	108001402453 108007142438	AP_Helpdesk_CN@cotyinc.com
Australia	1800531569	AP_Helpdesk_AU@cotyinc.com
Hong Kong	800906230	AP_Helpdesk_HK@cotyinc.com
Singapore	8008526404	AP_Helpdesk_SG@cotyinc.com
Japan – Softbank Japan – NTT	006633813795 0034800401224	AP_Helpdesk_JP@cotyinc.com
New Zealand	0800440383	AP_Helpdesk_NZ@cotyinc.com
Thailand	1800012193	AP_Helpdesk_TH@cotyinc.com
India	0008000401898	AP_Helpdesk_IN@cotyinc.com
Malaysia	1800818642	AP_Helpdesk_MY@cotyinc.com
UAE	8000187085	AP_Helpdesk_MEA@cotyinc.com

Coty's mission is to become a challenger and leader in beauty, and we have progressed towards our goal by exiting our Transitional Service Agreements that followed the merger with P&G Specialty Beauty.

The next step of our journey is to move to a more sustainable way of working through the simplification and standardization of our business systems and processes.

On **June 4, 2018**, Coty will take the next step towards this objective by:

Conducting all invoice processing at a single center in Kuala Lumpur, Malaysia.

This means, as a valued business partner you will benefit from a harmonized invoicing process.

Regions in Scope

**India
Thailand
United Arab Emirates**

June 4, 2018

Invoices must be submitted to the new invoice send to email or postal address

Submit Your Invoice

You have the option to submit your invoices in PDF format through email in order for us to expedite its processing, allowing both parties to recognize the maximum benefit of the new invoice management center.

*Please follow any country specific requirements that have been communicated to you.

Need Support

Invoice-related enquiries must be made by emailing or by calling the Accounts Payable Help Desk. Please have the following information available or included in the body of the email:

- Purchase Order Number
- Invoice Number
- Contact details, including phone number
- Detailed description of the issue or question

June 3, 2018

Last day invoices will be processed by local AP teams

INVOICE SEND TO INFORMATION



Country	PDF Invoices Mailbox (For External Vendor Use)
China Telecom – South China China Netcom – North China	N/A
Australia	PDFinv_3010@cotyinc.com PDFinv_3000@cotyinc.com PDFinv_0166@cotyinc.com
Hong Kong	PDFinv_3030@cotyinc.com PDFinv_0183@cotyinc.com PDFinv_0265@cotyinc.com
Singapore	PDFinv_3070@cotyinc.com PDFinv_3080@cotyinc.com PDFinv_0262@cotyinc.com PDFinv_0263@cotyinc.com
Japan – Softbank Japan – NTT	PDFinv_3040@cotyinc.com
New Zealand	PDFinv_3060@cotyinc.com
Thailand	PDFinv_3090@cotyinc.com
India	PDFinv_3500@cotyinc.com
Malaysia	PDFinv_3050@cotyinc.com PDFinv_2640@cotyinc.com

UAE Legal Entity	Invoice Send to Address
HFC Prestige International Operations SARL	HFC Prestige International Operations SARL JAFZA One, Tower A, 7thFloor, Jebel Ali Freezone, Dubai, UAE PO BOX: 263962
Coty Regional Trading FZE	Coty Regional Trading FZE AFZA One, Tower A, 7thFloor, Jebel Ali Freezone, Dubai, UAE PO BOX: 263962
Coty Middle East FZCO	Coty Middle East FZCO JAFZA One, Tower A, 7th Floor, Jebel Ali Freezone, Dubai, UAE PO BOX: 263962
Coty Distribution Emirates LLC	Coty Distribution Emirates LLC 3rd Floor, The Offices, C1 Building One Central, Trade Centre Street, Dubai, UAE PO BOX: 31518