

# A CHANGE TO THE INVOICING PROCESS IN EUROPE

## Contact AP Help Desk

Contact Language	Email Address
English	AP_Helpdesk_English@cotyinc.com
Polish	AP_Helpdesk_Polish@cotyinc.com
German	AP_Helpdesk_German@cotyinc.com
French	AP_Helpdesk_French@cotyinc.com
Spanish	AP_Helpdesk_Spanish@cotyinc.com
Italian	AP_Helpdesk_Italian@cotyinc.com

Country	Phone Number
Poland	0223062600
United Kingdom	02071298696
Germany	061512749043
France	0365060262
Spain	914146615
Italy	0687501309
Switzerland	0445830619
Sweden	0850630792
Norway	21939689
Portugal	800814354
Netherlands	0207038272
Luxembourg	27863336
Ireland	016950415
Denmark	44310464
Belgium	024019147
Austria	019286547
Finland	0974790217

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 **July 1, 2018**, Coty will take the next step towards this objective by:

**Conducting all invoice processing at a single center in Warsaw, Poland.**

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

Regions in Scope	
Spain	Germany
Portugal	Geneva
UK	Switzerland
Austria	France

### July 1, 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 30, 2018

Last day invoices will be processed by local AP teams

# INVOICE SEND TO INFORMATION

Legal Entity	VAT ID	Invoice Email Address (PDF)	Invoice Sent To Address (Paper): PO Box address
Coty Spain, suc. Portugal	PT980531039	Not Applicable	Coty Spain, SLU Sucursal em Portugal Apartado 8220 Loja CTT Cabo Ruivo (Lisboa) 1803 001 Lisboa
Coty Geneva SA DC		<a href="mailto:PDF_CH_LE0085@cotyinc.com">PDF CH LE0085@cotyinc.com</a>	Coty Geneva Sàrl Versoix c/o Coty Services and Logistics GmbH Rheinstrasse 4E 55119 Mainz Germany
Coty Spain S.L.	ESB61997714	<a href="mailto:PDF_ES_LE0158@cotyinc.com">PDF ES LE0158@cotyinc.com</a>	Coty Spain, SLU Apartado de correos 47088 28080 Madrid
Coty Schweiz AG	CHE-107.940.666	<a href="mailto:PDF_CH_LE0141@cotyinc.com">PDF CH LE0141@cotyinc.com</a>	Coty (Schweiz) AG c/o Coty Coty Germany GmbH CAPA BOX Berliner Allee 65 64295 Darmstadt Germany
Coty Austria GmbH	ATU34609803	<a href="mailto:PDF_AT_LE0139@cotyinc.com">PDF AT LE0139@cotyinc.com</a>	Coty Austria GmbH Wienerbergstrasse 41 A- 1120 Wien
Coty Germany	DE149 046 939	<a href="mailto:PDF_AT_LE0127@cotyinc.com">PDF AT LE0127@cotyinc.com</a>	Coty Germany GmbH CAPA BOX Berliner Allee 65 64295 Darmstadt Germany
Coty Services and Logistics GmbH	DE811 564 813	<a href="mailto:PDF_AT_LE0133@cotyinc.com">PDF AT LE0133@cotyinc.com</a>	Coty Services and Logistics GmbH CAPA BOX Berliner Allee 65 64295 Darmstadt Germany
Coty Brands Management	DE30 89 37 877	<a href="mailto:PDF_AT_LE0252@cotyinc.com">PDF AT LE0252@cotyinc.com</a>	Coty Brands Management Rheinstrasse 4E 55119 Mainz Germany
Coty Geneva SÀRL Versoix	(*)	<a href="mailto:PDF_CH_LE0083@cotyinc.com">PDF CH LE0083@cotyinc.com</a>	Apartado de correos 47088 28080 Madrid

## Coty Geneva SÀRL Versoix\*

COUNTRY	VAT
ALEMANIA	DE266000934
ESPAÑA	N0393376A
FRANCIA	FR26791577762
ITALIA	IT12311021005
POLONIA	PL5263095928
SUIZA	CHE-105.922.060
UK	GB894438868