

INVOICING PROCESS DURING TRANSITIONAL SERVICE AGREEMENT

On June 1st this year, we announced the signing of a definitive agreement with KKR for Coty's Professional and Retail Hair businesses, including the Wella, Clairol, OPI and ghd brands (the "Wella Business"), which provides for the creation of our new Wella Company. Completion of the transaction is expected between 1st of December 2020 and end of February 2021 ("Closing").

Although Coty will transfer the Wella Business to the new Wella Company at Closing, Coty will continue to support the Wella Business through a combination of Transitional Service Agreements (TSAs) and the establishment of operating models for a period of up to 27 months after Closing to ensure business continuity and momentum.

As part of the Transitional Service Agreements (TSAs) the invoice management process will be covered by the **same COTY invoicing process centers**.

- Invoicing policies and procedures will be the same as you are applying to Coty business.
- PO form information and layout will be the same as of today.
- During the transition period it's very important that you refer to the header section of your Purchase Order for Delivery, Bill To, VAT ID number and Invoice To information. (see next slides per refence)



PO FORM GUIDE: SAP

1 Purchase Order Number

2 Coty Entity to be billed for the purchase

3 Name of the Coty Person Requesting the Purchase

4 Shipping Address (where to send the goods) – this may also appear in the line item information

COTY

PURCHASE ORDER

PO NUMBER	PO DATE	Revision Date
1 1100014106	08/09/2014	08/09/2014

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BILLING ADDRESS

2

VENDOR NAME AND ADDRESS

3

CONTACT DETAILS

4

SHIPPING ADDRESS

5

Request Name

6

MAIL	Request Name	Request Dept	Request Division	Request Division	Request Division	Request Division	Request Division	Request Division	Request Division

LINE	ITEM	ITEM DESCRIPTION	QUANTITY	UNIT	PRICE	TOTAL COST	TAX
5	1100014106	1100014106	1	UNIT	1100014106	1100014106	1100014106

7

SPECIAL INSTRUCTIONS AND COMMENTS

6

5 Item/Service Description, quantity, price, and part number and shipping info where applicable

6 Total Value of Purchase Order

7 Information to find Coty's latest Terms and Conditions for the Purchase

PO FORM GUIDE: Ariba

1 Purchase Order Number

2 Coty Entity to be billed for the purchase

3 Shipping Address (where to send the goods) – this may also appear in the line item information

4 Name of the Coty Person Requesting the Purchase

3300530 Order 3300565300

1 ORDER NO. 3300565300
 Issued on Wednesday, March 14, 2018 EDT
 Created on Wednesday, March 14, 2018 EDT by Nico Mosca

SUPPLIER: **TOTAL AMOUNT**
\$2,730.00 USD
 500 W MADISON ST STE 450
 CHICAGO, IL 60661
 United States
 Phone: [REDACTED]

PLANT: DC Biavelli Prestige
 614 Route 393
 Blauvelt, NY 10913
 United States

3 BILL TO: HFC Prestige Products Inc
 1400 Broadway Road
 Sanford, NC 27331
 United States
 Phone: +1 (919) 995-5500

4 DELIVER TO: Nico Mosca

Payment Terms: 120 days payment-Fix day payment next monthly run
 Invoices Sent To: HFC Prestige Products Inc 1400 Broadway Road Sanford, NC 27331 United States
 IncoTerms: /

LINE ITEM DETAILS (1 LINE ITEM)

NO.	DESCRIPTION	PART NUMBER	QTY	NEED-BY DATE	UNIT PRICE	AMOUNT
5	Holiday TV Trafficking		1	Friday, March 23, 2018 EDT	\$2,730.00 USD	\$2,730.00 USD

Full Description: Holiday TV Trafficking

Req. Line No.: 1
 Requested: Nico Mosca
 PR No.: PR181721

6 TOTAL AMOUNT
\$2,730.00 USD

7 TERMS AND CONDITIONS OF PURCHASE
 THIS PURCHASE ORDER IS EXPRESSLY GOVERNED BY AND INTERPRETED IN ACCORDANCE WITH COTY'S TERMS AND CONDITIONS FOR THE COUNTRY WHERE COTY BUYER ENTITY IS LOCATED ("COTY T&C") AVAILABLE AT [http://coty.com/procurement/conditions](#). SUPPLIER'S FAILURE TO PROVIDE AN INVOICE IN RESPONSE OF THIS PURCHASE ORDER OR ANY COMMENCEMENT OF PERFORMANCE AGAINST THIS PURCHASE ORDER, CONSTITUTES SUPPLIER'S UNCONDITIONAL ACCEPTANCE OF THE COTY T&C.

5 Item/Service Description, quantity, price, and part number and shipping info where applicable

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