

Dear Valued Supplier,

As recently announced, on the 1st of May 2020 Coty **relocated its management headquarters to Amsterdam (Netherlands)**. Consequently, **most of its leadership and global functional teams are centralized in this location**. This involves transferring and consolidating some parts of the business into new legal entities. These new legal entities are new Coty affiliates.

This involves transferring and consolidating some parts of the business into new legal entities. As a result, from the **6th of July 2020**, the Purchase Orders for **Travel Retail Europe and Africa, Export Europe Luxury and Consumer Beauty divisions** businesses will be issued by Coty Management B.V. instead of HFC Prestige International Operations Switzerland Särl.

This process will not affect your relationship with Coty, other than the address to which you send notices and the Coty legal entity counterpart which, will be sending you its purchase orders.

To rearticulate, **for products and services delivered to Travel Retail Europe and Africa, Export Europe Luxury and Consumer Beauty, from 6th July 2020 onwards, you must invoice Coty Operations B.V.**

To ensure smooth handling of your invoice and payment it is important to follow the subsequent processes. These are the basis for how Coty buyers and suppliers interact and are **effective for documents issued from 6th of July 2020 onwards**.

Please note, **documents issued up to and including 30th June 2020 should follow current procedures** meaning invoicing HFC Prestige International Operations Switzerland Särl. Should you have any doubt on the correct procedure, please reach out to your Coty buyer/contact.

## **PO and Invoicing Guidelines for Travel Retail Europe and Africa Export Europe Luxury and Consumer Beauty**

COTY has a strict no PO - no Pay Policy; transactions require a **Purchase Order (PO)**, exceptions may exist but require prior Coty finance team approval. The PO control process also protects suppliers to ensure a valid agreement to provide goods/services to Coty buyers has been made.

### **A. Order of documents:**

1. Coty buyer requesting the service/goods receives a **quote with a unique reference** from the supplier;
2. Coty buyer does a **Purchase Requisition (PR)** using the supplier quote reference;
3. Once approved Coty buyer provides the **PO form** to the supplier;
4. Once service/goods are delivered, Coty buyer does a Goods Receipt (GR) on Coty's internal system;
5. The invoice should be submitted to Coty and will be processed provided the invoice amount matches the PO, the supplier invoices **must clearly indicate the PO number and e-mail address of the Coty buyer**;
6. **Variations from the PO amount** must be resolved with the Coty buyer before invoicing. **A change request implies completing points 1 through 4 again, only once these have been completed the supplier can proceed with point 5**;
7. For **exceptions to the PO rule**, which have been approved by Coty Finance, the supplier **invoices should clearly indicate "PO: NPO document" and the e-mail address of the Coty Buyer**;
8. All invoices must be billed and mailed to the correct address within seven (7) days after dispatch of goods or services.

## B. Invoice submission:

With the move to a single invoice processing centre, there will be changes to the invoice management process:

### 1. PDF by E-mail:

- o Only 1 invoice attached per e-mail;
- o Documents must be credit or debit values only, not mixed;
- o Send only PDF text-based format files;
- o There's a simple way to verify if the PDF document is text-based, try to select and copy the text to notepad, if it works its text-based, if not is just a photocopy, which is not admissible;
- o PDF invoices should not contain a digital signature and/or certificate.

#### o **Invoicing address, VAT, buyer and PO:**

Coty Operations BV - TREX  
Company Code 4200  
Buitenveldertselaan 3  
1082 VA Amsterdam  
Netherlands

VAT: NL860495371B01 (please see point E on page 3)

Att: « *Coty Buyer e-mail address* »

PO: « *PO number* » or text « *NPO document* » for approved exceptions;

- o **E-mail for submission:** PDF\_Amsterdam\_4200@cotyinc.com

We ask that you submit your invoices using the PDF by E-mail method as described, for us to expedite its processing, allowing both parties to recognize the maximum benefit of the invoice management centre.

Please ensure that you use only the PDF by E-mail or the Regular Mail invoicing method, **not both**. Should you prefer the latter please proceed as follows.

### 2. Regular Mail invoicing (for paper invoices):

- o Single documents must be credit or debit values only, not mixed;

#### o **Invoicing address, VAT, buyer and PO:**

Coty Operations BV - TREX  
Company Code 4200  
Buitenveldertselaan 3  
1082 VA Amsterdam  
Netherlands

VAT: NL860495371B01 (please see point E on page 3)

Att: « *Coty Buyer e-mail address* »

PO: « *PO number* » or text « *NPO document* » for approved exceptions;

- o **Mailing** (appears only on the envelope):

Coty Operations BV - TREX  
Company Code 4200  
Attn: SSC Accounts Payable  
P.O. Box 348, 2130 AH Hoofddorp  
Netherlands

**C. Other information to be shown on the documents invoices:**

1. Billing company's name (mandatory);
2. Remit-to address (mandatory);
3. VAT value and % being charged;
4. Purchase order/Blanket Order number or text "NPO document" for approved exceptions;
5. Coty buyer e-mail address (mandatory);
6. Coty VAT Number (please see point E on page 3);
7. Bank Key – Swift and IBAN;
8. Bank Account (mandatory);
9. Bank branch;
10. Bank city, region;
11. Bank, country.

Invoices must be from the supplier named on the Purchase Order number/Blanket Order number; third party billing cannot be processed.

**Invoices not meeting the above conditions will be returned to the email address on file, unpaid.**

**D. Payment terms:**

1. Coty's payment method is via electronic funds transfer payments;
2. Our payments are issued once a month;
3. The payment terms are calculated based on the invoice date, provided the documents were fully processed at the term, invoices will be settled on the next payment run.

**E. Coty company's VAT registration:**

Coty companies are registered in multiple countries, most documents are VAT exempt, including Services, and should quote the Dutch VAT registration number.

For documents submitted with VAT and charged in a country that Coty is VAT registered in, the invoice

should quote the local VAT number. e.g. Invoice carrying German VAT should have the German VAT registration. This will mostly apply for Goods.

Otherwise, include the Dutch VAT registration number.

**Coty Operations B.V.**

<b>Netherlands</b>	<b>NL860495371B01</b>
France	FR07883489643
Germany	DE328733768
Italy	IT00255589996
Poland	PL5263297891
Romania	RO42434650
Spain	ESN3031332D
United Kingdom	GB344933584

## F. Contacting us for support:

Enquiries must be made by emailing or calling the Accounts Payable Help Desk team. When contacting them, please ensure you have the following information available or included in the body of your email:

- Purchase order and invoice number
- A detailed description of the issue or question
- Your contact details, including a phone number

The AP Help Desk team will also be your point of contact for requests for credit applications or VAT certifications. Requests should be submitted as soon as possible in order to ensure that there is enough time for the creation of the new legal entities in your system.

Please be advised, the AP Help Desk team may need to contact you regarding your invoice submission or data. In order to ensure that you receive their communications, please add their email address to your secure email contacts.

### 1. E-mail:

Market	Email Address
Switzerland	AP_IP_Switzerland@cotyinc.com
DACH	AP_IP_DACH@cotyinc.com
Iberia	AP_IP_Iberia@cotyinc.com
France	AP_IP_France@cotyinc.com
Italy	AP_IP_Italy@cotyinc.com
UK&I	AP_IP_UK@cotyinc.com
EE	AP_IP_EE@cotyinc.com
Nordics	AP_IP_Nordic@cotyinc.com
Benelux	AP_IP_Benelux@cotyinc.com

### 2. Telephone:

Country	Telephone number	Country	Telephone number
Austria	019286547	Poland	0223062600
Belgium	024019147	Portugal	800814354
Denmark	44310464	Spain	914146615
Finland	0974790217	Sweden	0850630792
France	0365060262	Switzerland	0445830619
Germany	061512749043	United Kingdom	02071298696
Ireland	016950415	Czech Republic	296186951
Italy	0687501309	Hungary	0616555725
Luxembourg	27863336	Romania	0312296443
Netherlands	0207038272	Slovakia	0233329112
Norway	21939689		

## G. Assignment approach

As our business partner, you may have contractual documentation or agreements ("the Agreement(s)") with Coty where a subsidiary appears as the ultimate parent company. As far as the company is concerned, any reorganization of Coty's legal business structure, which may impact direct or indirect ownership of a subsidiary, does not require the consent or approval of the counterpart impacted. We hereby give you notice, if any is needed, that as per 1 July 2020 (or such other date that we may notify you), we will transfer (through assignment, novation or any other means of transfer) the Agreement (including also all of our rights, title, interest and benefit to monies due and payable to us by you under the Agreement) to new Coty Affiliate - Coty International B.V- ("the Assignee").

If you have any concerns or are not in agreement with the above, please get in touch with your main commercial contact at Coty.

## H. Data Privacy

As a result of this change, any information we hold and process, including personal data, will be transferred to the new legal entities. They will protect your information and only use it in accordance with applicable laws and our Privacy Notice, available at <https://www.coty.com/privacy-policy>. Please contact the AP Help Desk team if you require additional information.

## I. Further Information

Please read and distribute this communication within your organization in order to ensure that there is companywide awareness of the changes involved and ample time to implement them.

All information regarding changes will be shared with you, but we encourage you to visit our supplier website at <https://supplier.coty.com> to discover the latest news and detailed information on maintaining a successful partnership with Coty. If you have any questions, please do not hesitate to contact your main contact at Coty.

Thank you in advance for your continued support.

Yours faithfully,



Pascal Baltussen  
Chief Procurement Officer