

CLICK & BUY
TRAINING GUIDE:
TRANSACTING WITH
COTY FOR INDIRECT
VENDORS



COTY

OVERVIEW

Coty has chosen the Ariba platform for the management of our indirect spend. This document is designed to help you, our business partners navigate the transition and ensure we are able to continue transacting without interruption.

Rules for Transacting

- Without a Purchase Order no work should begin or service should be delivered
- Invoices must contain a Purchase Order number to be processed for payment

Indirect Spend Defined

Coty defines indirect spend as goods or services in the following categories:

- Media
- Events & PR
- Advertising & Promotion
- Creative & Production
- Telecom & IT
- Couriers
- Professional Services
- Maintenance Repair & Operations
- Real Estate
- Insurance
- Facility management
- CapEx

Countries in Scope

If you are conducting business with a Coty entity located in one of the below countries you will be contacted to join the Ariba Network.

- USA
- Canada
- Mexico
- Italy
- Portugal
- Spain
- UK
- Ireland
- Russia
- France
- Netherlands
- Belgium
- Austria
- Germany
- Switzerland
- Thailand
- China
- Japan

THE ARIBA NETWORK DEFINED

What is the Ariba Network



- Ariba is a leading provider of collaborative business ecommerce solutions to enable more efficient and effective buying, selling, and cash management between companies
- Coty will be using Ariba for the management of Purchase Orders Only.

Cost the Ariba Network

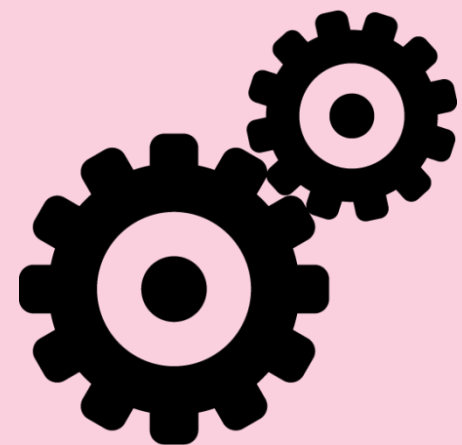


- Joining and establishing a relationship on the Ariba Network is free. Over time based on the number of transactions completed you could incur fees
- Fees comprised of an annual subscription fee (based on documents) & a quarterly fee of .155% of your transactions values. You must have a minimum of 5 transactions **and** at least \$50,000 (€44,600 or £34,250) transacted to become chargeable.

Benefits of the Ariba Network

- Cleaner, more accurate orders – especially with catalogs
- Faster order-to-cash cycle time – customer ordering process is improved
- Change order visibility, which saves time & hassle
- Opportunity to integrate into Coty's back-end ordering system
- Two Way Communication in Ariba
 - Suppliers will be sent purchase orders automatically by the method of their choice
 - Suppliers will be able to send order confirmation and ship notices over the Ariba Network
- Goods Receipt Visibility in Ariba
- Continued business with Coty – As a requirement for continued or new business suppliers must be on the Ariba Network

JOINING THE Ariba NETWORK



The Enablement Process will begin with a letter from Coty and will progress with workshops to learn more about the Ariba Network followed by outreach support from Coty and Ariba. The most important step in the process is setting up a profile and accepting the Trade Relationship Request.

Notification to Join the Network Sent by Coty

Supplier Summit Workshops Held

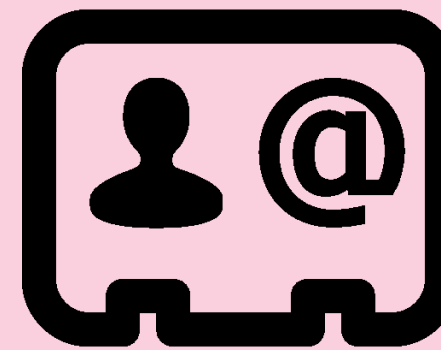
Trade Relationship Request Sent to you

Support with Set Up and Questions provided by Coty and Ariba

A Live Demo of the Ariba Network can be found by visiting: <http://www.ariba.com/resources/live-demo>



Joining the Network is Mandatory for all suppliers completing 10 transactions totaling \$50,000 or more. Refusal will result in a review of our business relationship



For Questions on the Ariba Network

AribaEnablement@cotyinc.com – for Coty Related inquires

CotyEnablement@ariba.com – for Ariba Network Support

FEE SCHEDULE

Must have 5 Documents & \$50,000 or €44,600 or £34,500 to be Chargeable

Quarterly Transaction Fee

.155% of Transactions Volume (Capped at \$20,000/year (per Relationship))

.155% of Transactions Volume (Capped at €15,500/year (per Relationship))

.155% of Transactions Volume (Capped at £13,200/year (per Relationship))



Annual Document Count Across All Customer Relationships	Subscription Level	Annual Fee \$	Annual Fee	Annual Fee
5 to 24 documents	Bronze	\$50	€45	£35
25 to 99 documents	Silver	\$750	€670	£500
100 to 499 documents	Gold	\$2,250	€2 000	£1,500
500 and more documents	Platinum	\$5,500	€4 900	£3,770

*Subscription fees will be capped at Bronze level regardless of document count for spends below \$250K, €185K, or £155K