



June 2020

Dear Valued Supplier,

At Coty, our mission is to delight consumers around the world by focusing on fragrance, cosmetics and skin care, and consolidating our position as a global leader in the world of beauty. Over recent years, we have been implementing a series of changes intended to transform our business.

The next step in our journey is to streamline our organizational set-up and move towards a new culture and way of working. In order to achieve this, on May 1, 2020, Coty **co-located most of its leadership and global functional teams.**

After an extensive search and careful consideration, the company has decided to **base its management headquarters in Amsterdam (Netherlands).** This will involve transferring and consolidating some parts of the business into new legal entities. Those new legal entities are new Coty affiliates.

As a result, from **July 6, 2020**, the Purchase orders and blanket orders will be issued by Coty International BV instead of HFC Prestige International Operations Switzerland Sàrl.

Legal Entity	Address
Coty International BV	Buitenveldertselaan 3 1082 VA Amsterdam Netherlands

With the change in legal entities, there will be changes to the invoice management process.

Please note that our manufacturing sites operations are not impacted by this change.

Invoicing process changes

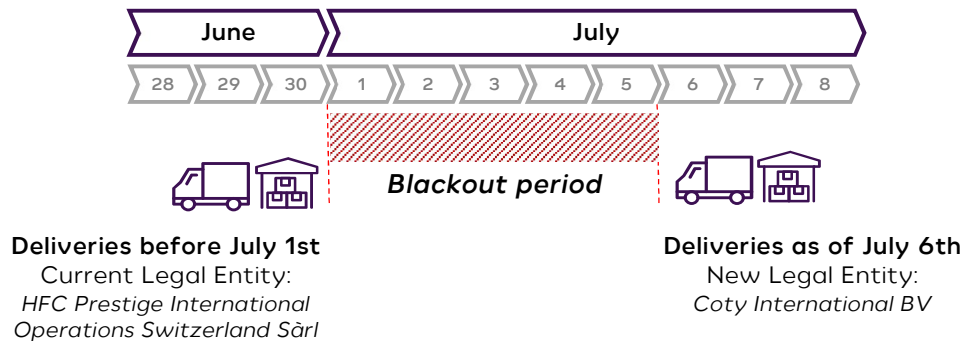
From **July 6, 2020**, any invoice submitted to the new legal entity will have to be addressed to:

Bill To Address	VAT ID	PDF Invoices	Paper Invoices
Coty International BV Company Code 4000 Buitenveldertselaan 3 1082 VA Amsterdam Netherlands	See appendix	PDF_Amsterdam_4000@cotyinc.com	Coty International B.V. Company Code 4000 Attn: SSC ACCOUNTS PAYABLE P.O. Box 348, 2130 AH HOOFFDORP, The Netherlands

Coty's preferred option is to receive invoices in PDF format, so we would like you to use this format in order to expedite the processing of invoices.

For any good receipt after July 1, 2020, the invoice should be issued with the new PO number and new Legal Entity mentioned in the purchase order. The New Purchase order number/Blanket Order Number will be communicated to you from July 5, 2020, onwards through the supplier program. The first digit of the old Purchase Order number will be replaced by a letter T. The new Purchase Order number will be provided by Coty in the Supplier Program along with a conversion table

For any item previously invoiced but No Goods receipt has occurred before July 1, 2020 the initial invoice should be cancelled and reissued with the new Purchase order number/Blanket Order Number and new Legal Entity mentioned in the purchase order. Check against your expected delivery date to identify this situation.



This should not result in a change in Ship To addresses but will result in a change of VAT ID information. Please refer to the header section of your Purchase Order for Delivery, Bill To, VAT ID Number and Invoice To information.

Please be advised that deliveries and systems will be frozen from 1st to 5th of July 2020, both included, which is a Blackout period dedicated to an internal system change. Please check the list of DCs impacted in the Appendix section.

Please do not hesitate to contact your Coty business partner, if you have any questions or would like to further clarify this upcoming change.

Contacting us for support

Enquiries must be made by emailing or calling the Accounts Payable (AP) Help Desk team. Contact information for the Help Desk can be found in the appendix. 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 **credit applications** or **VAT certifications requests**. Requests should be submitted as soon as possible in order to ensure that there is enough time for the creation of the new legal entity 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.

Assignment approach

As our business partner, you may have contractual documentation or agreements with Coty where a subsidiary appears as the ultimate parent company (the Agreement). As far as Coty is concerned, any reorganization of Coty's legal business structure, which may impact direct or indirect ownership of a subsidiary, does not substantially impact the business relationship Coty has with its counterparts. 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, obligations, title, interest and benefit to monies due and payable to us by you under the Agreement) to the new Coty Affiliate - Coty International BV- ("the Assignee").

If you have any concerns regarding this transfer of the Agreement, please get in touch with your main commercial contact at Coty.

Data privacy

As a result of this change, any information we hold and process, including personal data, will be transferred to the new legal entity. Coty 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.

Further information in our supplier website

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

SUPPLIER COMMUNICATION : APPENDIX

VAT ID number

- If you operate as Tolling TPM, please use the VAT ID under your country of establishment.
- If you operate as Turnkey TPM, please use the VAT ID of the destination country (where the DC is located)
- If you are a supplier delivering to a Coty TPM but invoicing to Coty, please use the VAT ID of the country of establishment of the TPM.

Country	VAT ID
Netherlands ¹⁾	NL860334107B01
Austria	ATU75335905
Czech Republic	CZ685123703
France ²⁾	FR86882699572
Germany ²⁾	DE328733750
Italy ²⁾	IT00255599995
Poland	PL5263297922
Romania	RO42434900
Spain ²⁾	ESN3031331F
Switzerland	CHE438899133
United Kingdom ²⁾	GB344368685
1) Legally established as well; country of establishment 2) Note that there are some territories where the VAT rules do not apply such as: Canary Islands, Vatican, etc. Full list can be find below: https://ec.europa.eu/taxation_customs/business/vat/eu-vat-rules-topic/territorial-status-eu-countries-certain-territories_en	

List of DCs impacted by blackout period

DC	Country	Address
DC Liscate	Italy	Via Guido Rossa 3/13, 20060 Liscate, MILANO
Arvato distribution GmbH	Germany	Willi-Bleicher-Str. 36, 52353 Düren, Germany
Great Bear Distribution Center Zone C	United Kingdom	North Kettering Business Park, Hipwell Road, Kettering, Northamptonshire, NN14 1UA
DC Bournemouth	United Kingdom	Wallisdown Rd., BH11 8PL, Bournemouth
DC Cologne	Germany	Wilhelm-Mauser-Strasse 40, 50827, Cologne-Bickendorf
Bielsko Biala LRD	Poland	ul. Domaniewska 34a, 02-672, Warszawa
Bucharest LRD	Romania	Victoria Business Park Buildin, 013740, Bucharest
ID Logistics Barcelona DC	Spain	Carrer de Can Cabanyes (S/N), 08403 Granollers, España
ID Logistics Weilbach GmbH	Germany	Reuboldstrasse 13, 63937 Weilbach, Germany
FM Logistic Crépy	France	Rue du Bois de Tillet, 60800, Crépy-en-Valois

AP Help Desk contact information

Market	Email Address
Switzerland	AP_IP_Switzerland@cotyinc.com
DACH	AP_IP_DACH@cotyinc.com
Iberia	AP_IP_Spain@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

Country	Phone Number
Austria	019286547
Belgium	024019147
Denmark	43310464
Finland	0974790217
France	0365060262
Germany	061512749043
Ireland	016950415
Italy	0687501309
Luxembourg	27863336
Netherlands	0207038272
Norway	21939689
Poland	223062600
Portugal	211143975
Spain	914146615
Sweden	0850630792
Switzerland	0445830619
UK	02071298696
Czech Republic	296186951
Hungary	0616555725
Romania	0312296443
Slovakia	0233329112