



May 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, you may start receiving purchase orders in June 2020 from the following company:

Legal Entity	Billing Address
Coty Operations Americas LLC	1400 Broadway Road Sanford, NC 27332

Please be advised that the above will result in some changes, including the invoicing process.

**Invoicing process changes**

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

Bill To Address	PDF Invoices	Paper Invoices
Coty Operations Americas LLC Company Code 4250 1400 Broadway Road Sanford, NC 27332	tram_invoices@cotyinc.com	Coty Operations Americas LLC Company Code 4250 Attn: NA SSC - Disbursements Dept. 1400 Broadway Road Sanford, NC 27332

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.

You may receive replacement of previously created POs and new POs from the new legal entity up to 3 weeks prior to July 6, 2020. Please manage your invoice submission according to the direction below that applies to you:

1. You do not receive a replacement PO from the new legal entity - Send your invoice for processing as done today.
2. You receive a replacement PO or a new PO with the new legal entity - Submit the invoice with the new bill to information.

### **Contacting us for support**

Enquiries must be made by emailing [tram\\_invoices@cotyinc.com](mailto:tram_invoices@cotyinc.com). When contacting them, please be sure to include the following in the email:

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

Please be advised, the 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. 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 July 1, 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 Operations Americas LLC. - ("the Assignee").

If you have any concerns or are not in agreement with the above, please get in touch with your main 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 reach out to your Coty contact 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

