

# COTY

SINCE 1904

November 2020

Dear Valued Supplier,

On June 1st this year, we announced the signing of a definitive agreement with KKR\* for Coty's Professional Beauty and Retail Hair businesses, including the Wella, Clairol, OPI and ghd brands (the "Wella Business"), which provides for the creation of our new Wella group of companies.

Coty will transition its Professional Beauty and Retail Hair businesses into new Wella Company on **November 30, 2020**.

Thank you for your help thus far as we prepare to establish the Wella group of companies under a new corporate structure. To that end, we would like to share with you the following information and provide you with the right level of knowledge about how your contract(s) will continue to operate with the Wella group of companies.

From **November 16, 2020**, you will start receiving purchase orders for Consumer Beauty and Luxury divisions business from Coty Japan Godo Kaisha instead of HFC Prestige Japan GK:

New Legal Entity	Address
Coty Japan Godo Kaisha	3-20-2 Nishi-Shinjuku, Shinjuku-ku, Tokyo Japan

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

### Invoicing process changes

From **November 16, 2020** any invoice submitted to the new legal entity will have to be addressed to:

Bill To Address	Paper Invoices
Coty Japan Godo Kaisha Company Code 3850 3-20-2 Nishi-Shinjuku, Shinjuku-ku, Tokyo Japan	Coty Japan Godo Kaisha Company Code 3850 163-1427 Branch of Tokyo Shinjuku 3-20-2 Tokyo Opera City Tower - 27F Japan

*\* References to "KKR" are to an affiliate of funds and separately managed accounts, advised and/or managed by Kohlberg Kravis Roberts & Co. L.P. and/or its affiliates.*



You will begin to receive replacement of previously created POs and new POs from the new legal entity up to 2 weeks prior to **November 30, 2020**. Please manage your invoice submission according to the direction below that applies to you:

1. If service has been provided before **November 30, 2020** and you do not receive a replacement PO from the new legal entity - Send your invoice for processing to current Coty Legal Entity as of today.
2. For services provided after **November 30, 2020** you will receive a replacement 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 or calling the Accounts Payable (AP) 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

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.

In addition to the above, we would like to inform you that further correspondence in relation to your contract might be addressed to your company as part of our global communication streams. Should you require assistance or clarity in the above processes please do not hesitate to reach out to your contact person in our procurement organizations.

### 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.

Once again, thank you for your support of the Wella group transition. We look forward to our continued relationship on this and other Coty brands or businesses you may serve.

Yours faithfully,



Stéphane Delbos  
SVP, Transformation, Indirects and Procurement Operations

SUPPLIER COMMUNICATION: APPENDIX

AP Help Desk contact information

Market	Email Address
India	AP_Helpdesk_IN@cotyinc.com
Japan	AP_Helpdesk_JP@cotyinc.com
Singapore	AP_Helpdesk_SG@cotyinc.com
Thailand	AP_Helpdesk_TH@cotyinc.com

Country	Phone Number
Japan - Softbank	006633813795
Japan - NTT	0034800401224
Thailand	1800012193
Singapore	8008526404
India	0008000401898

As we move through this transition period, please pay close attention to the Bill To address and the Payment Terms comments, as these will provide the necessary information. The fields are highlighted in the image below:

**ORDER NO. 3300905534**  
 Issued on Thursday, October 15, 2020 CEST  
 Created on Thursday, October 15, 2020 CEST by Kevin Sullivan

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**SUPPLIER:**  
 KIK CUSTOM PRODUCTS INC  
 7315 RELIABLE PKWY  
 CHICAGO, IL 60686-0073  
 United States

**TOTAL AMOUNT**  
 \$12,000.00 USD

**PLANT:**  
 Wella US - Calabasas  
 4500 Park Granada Suite#100  
 Calabasas, CA, CA 91302  
 United States

**BILL TO:**  
 Wella Operations US LLC  
 4500 Park Granada Suite 100  
 Calabasas, CA 91302  
 United States

**DELIVERTO:**  
 Kevin Sullivan  
 Asset Class:  
 ProfitCenterWarningLabel: Please check the profit center to make sure it is correct.If you are not sure, please ask your Finance team.

Payment Terms: 105 days payment-Fix day payment next monthly run  
 Invoice Send To: Wella Operations US LLC Email: <5640\_Wella\_NAInvoices@wella.com> Calabasas, CA 91302 United States  
 IncoTerms: /

**LINE ITEM DETAILS (1 LINE ITEM )**

NO.	DESCRIPTION	PART NUMBER	QTY	NEED-BY DATE	UNIT PRICE	AMOUNT
1	Crossmark Ultra OPI LitFix Install FY20		1 Activity unit	Wednesday, October 14, 2020 CEST	\$12,000.00 USD	\$12,000.00 USD

Full Description: Crossmark Ultra OPI LitFix Install FY20  
 Req. Line No.: 1  
 Requester: Kevin Sullivan  
 PR No.: T2PR3911

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**TOTAL AMOUNT**  
 \$12,000.00 USD

**TERMS AND CONDITIONS OF PURCHASE**

THIS PURCHASE ORDER IS EXPRESSLY GOVERNED BY AND INTERPRETED IN ACCORDANCE WITH WELLA'S TERMS AND CONDITIONS FOR THE COUNTRY WHERE WELLA BUYER ENTITY IS LOCATED ("WELLA T&C") AVAILABLE AT <https://supplier.coty.com/terms-conditions>. SUPPLIER'S ISSUANCE OF AN INVOICE IN RESPONSE OF THIS PURCHASE ORDER, OR ANY COMMENCEMENT OF PERFORMANCE AGAINST THIS PURCHASE ORDER, CONSTITUTES SUPPLIER'S UNCONDITIONAL ACCEPTANCE OF THE WELLA T&C.