



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 Services S. de R.L. de C.V. instead of HFC Prestige International S. de R.L. and HFC Cosmetics S. de R.L. de C.V.:

New Legal Entity	Address
Coty Services S. de R.L. de C.V.	Barranca del Muerto 329 PB Colonia San José Insurgentes, Benito Juárez, CDMX, México C.P. 03900

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	PDF Invoices	Paper Invoices
Coty Services S. de R.L. de C.V. RFC CSE200626J97 Barranca del Muerto 329 PB Colonia San José Insurgentes, Benito Juárez, CDMX, México C.P. 03900	For Foreign Vendors only: 3810_CotyBrandsSRL_LAInvoices@cotyinc.com Complementos de pago: cotycxp@cotyinc.com Domestic Vendors to send xml invoices to MasFactura	Coty Services S. de R.L. de C.V. Company Code 3810 For Foreign Vendors only: Attn: Juan Hernandez Barranca del Muerto 329 PB Colonia San José Insurgentes, Benito Juárez, CDMX, México C.P. 03900 Domestic Vendors to send xml invoices to MasFactura

Our 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 domestic vendors it is the XML invoice and addenda on the normal process.

** 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 cotycxp@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 AP 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

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:

Nº DE PEDIDO 3300905559
 Emitido el viernes, 16 octubre, 2020 CEST
 Creado el viernes, 16 octubre, 2020 CEST

PROVEEDOR: **IMPORTE TOTAL**
\$5,000.00MXN

PLANT: Coty Services
 Barranca del Muerto 329
 03900 San Jose Insurgentes, DF
 México

FACTURAR A: Coty Services, S. de R.L. de C.V.
 Barranca del Muerto 329 PB
 03900 San Jose Insurgentes, DF
 México

DELIVERTO:
 Barranca del Muerto 329PB Colonia San José
 de Insurgentes Ciudad de México, CP. 03900
 Clase de activo:
 Advertencia CeBe: Please check the profit center to make sure it is correct.If you are not sure,
 please ask your Finance team.

Condiciones de pago:
 Dirección envío Factura: Coty Services, S. de R.L. de C.V Email:3810_CotyBrandsSRL_LAInvoices@cotyinc.com/Mail:
 Barranca del Muerto 329 San Jose Insurgentes, DF 03900 Mexico
 IncoTerms: /
 VAT:

DETALLES DE ARTÍCULO EN LÍNEA (1 ARTÍCULO EN LÍNEA)

Nº	DESCRIPCIÓN	NÚMERO DE PIEZA	CTD.	FECHA PARA LA QUE SE REQUIERE	PRECIO POR UNIDAD	IMPORTE
1	Order_Indirect_Opex Spend_Arbitaitem.		1 cada uno	viernes, 16 octubre, 2020 CEST	\$5,000.00MXN	\$5,000.00MXN

Descripción completa: Order_Indirect_Opex Spend_Arbitaitem.

Nº de línea en la solicitud de compra: 1
 Solicitante: Juan Hernandez2
 Nº solicitud de compra: T2PR3960

IMPORTE TOTAL
\$5,000.00MXN

TÉRMINOS Y CONDICIONES DE LA COMPRA

ESTE PEDIDO DE COMPRA ESTÁ EXPRESAMENTE SUJETO Y DEBE SER INTERPRETADO DE ACUERDO A LOS TÉRMINOS Y CONDICIONES DE WELLA DEL PAIS DONDE ESTE LOCALIZADA LA ENTIDAD COMPRADORA DE WELLA. DISPONIBLES EN <https://supplier.coty.com/terms-conditions> ("WELLA T&C").
 CON LA EMISIÓN POR EL PROVEEDOR DE UNA FACTURA EN RELACIÓN A ESTE PEDIDO DE COMPRA O CUALQUIER COMENZO DE PRESTACIÓN DE SERVICIO EN RELACIÓN A ESTE PEDIDO DE COMPRA, EL PROVEEDOR ACEPTA SIN LIMITACIONES LOS TÉRMINOS Y CONDICIONES DE WELLA

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 WELLA T&C.