

# 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 contracts will continue to operate with the Wella group of companies.

From **November 30, 2020**, the legal entity that you are currently operating with will remain the counterparty to your contract and therefore there will be no changes:

Legal Entity	Address
HFC Prestige Service Poland Sp. z o. o.	Ul. Sienna 39 00-121 Warszawa Poland

Please be advised that the above will result in some changes, including the invoicing process due to a change on the PDF invoices email address.

### Invoicing process changes

From **November 30, 2020** any invoice submitted to the current legal entity will have no change except for the PDF Invoices email address:

Bill To Address	VAT ID	PDF Invoices	Paper Invoices
HFC Prestige Service Poland Sp. z o. o. Company Code 3310 Ul. Sienna 39 00-121 Warszawa Poland	PL5242791574	<a href="mailto:PDF.Poland.HFC3310@wella.com">PDF.Poland.HFC3310@wella.com</a>	HFC Prestige Service Poland Sp. z o. o. Company Code 3310 Ul. Koszykowa 54 SKRYTKA 36 00-646 Warszawa 10 Poland

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.

\* 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.



### 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

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 entities 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.

### What happens to your contractual counterpart?

From **November 30, 2020**, the counterparty to your contract will become part of the Wella group of companies, ultimately owned by Coty and KKR\*. However, as mentioned above, there will be no change to your contractual counterparty.

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 on the above processes please do not hesitate to reach out to your contact person in our procurement organization.

### 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 us. 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 our other brands or businesses you may serve.

Yours faithfully,



Stephanie Gemmell  
Chief Procurement Officer Wella Company

## SUPPLIER COMMUNICATION: APPENDIX

### AP Help Desk contact information

Market	Email Address
Benelux	AP.IP.BENELUX@wella.com
DACH	AP.IP.DACH@wella.com
EE	AP.IP.EE@wella.com
France	AP.IP.France@wella.com
Ireland	AP.IP.Ireland@wella.com
Italy	AP.IP.Italy@wella.com
Nordics	AP.IP.Nordic@wella.com
Portugal	AP.IP.Portugal@wella.com
Spain	AP.IP.Spain@wella.com
Switzerland	AP.IP.Switzerland@wella.com
UK	AP.IP.UK@wella.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