



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 the Wella Business from the new legal entity Wella Puerto Rico LLC instead of HFC Prestige International Puerto Rico LLC:

New Legal Entity	Address
Wella Puerto Rico 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 **November 16, 2020**, any invoice submitted to the new legal entity will have to be addressed to:

Bill To Address	PDF Invoices
Wella Puerto Rico LLC Company Code 5610 1400 Broadway Road Sanford, NC 27332	5610.HFCPrestigePR.NAInvoices@wella.com

**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 CotyAP_Disbursements@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 Disbursements 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?

We would like hereby to notify you that our agreement with you will be transferred from HFC Prestige International Puerto Rico LLC to Wella Puerto Rico LLC with effect on **November 30, 2020**, subject to the terms of our agreement with you.

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

As we move through this transition period, please pay close attention to the Bill To address and the Invoice Sending Address information. The fields are highlighted in the image below:

COTY

PURCHASE ORDER

PO NUMBER	PO DATE	Revision Date
3300966185	12/NOV/2020	

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VENDOR NAME AND ADDRESS

BILLING ADDRESS

Wells Puerto Rico LLC
 Category Code 5115
 1415 Broadway Road
 Pawford, SC 29122

Buyer Name

In Use On

Phone/Fax

Email

Requisitioner

(15386)

Freight INCO-TERMS

Payment Terms

Mode of Transport

LINE	ITEM	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL COST	TAX
10		Time service Misc	1	4,247.91	4,247.91	
					TOTAL NET	4,247.91
					TOTAL GR. TOT	

SPECIAL INSTRUCTIONS AND COMMENTS

PLEASE ADVISE NUMBER MUST BE IN SERVICE OR PAYMENT PROTECTION WILL BE CREATED
 PLEASE SEND ELECTRONIC INVOICES TO
WELLS_HFC@COTY.COM

INVOICE SENDING ADDRESS

5610 HFC@PavingPR_NA@voices@wells.com

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 Outgate Palmetto Building, Ste 100
 CHARLOTTE, SC
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