

# 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 the Wella Business from the new legal entity Wella International Operations Switzerland SARL Singapore Branch instead of HFC Prestige International Operations and Coty Operations Asia Pacific Pte Ltd:

New Legal Entity	Address
Wella International Operations Switzerland SARL Singapore Branch	1 Keong Saik Road, #02-21, The Working Capitol, Singapore 089109

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
Wella International Operations Switzerland SARL Singapore Branch Company Code 5080 1 Keong Saik Road, #02-21, The Working Capitol, Singapore 089109	<a href="mailto:PDFinv.5080@wella.com">PDFinv.5080@wella.com</a>	Wella International Operations Switzerland SARL Singapore Branch Company Code 5080 1 Keong Saik Road, #02-21, The Working Capitol, Singapore 089109

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.*



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.

### 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 Operations and Coty Operations Asia Pacific Pte Ltd to Wella International Operations Switzerland SARL Singapore Branch 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

### AP Help Desk contact information

Market	Email Address
Australia	AP.Helpdesk.AU@wella.com
China	AP.Helpdesk.CN@wella.com
India	AP.Helpdesk.IN@wella.com
Japan	AP.Helpdesk.JP@wella.com
Middle-East	AP.Helpdesk.MEA@wella.com
New Zealand	AP.Helpdesk.NZ@wella.com
Singapore	AP.Helpdesk.SG@wella.com
Thailand	AP.Helpdesk.TH@wella.com

Country	Phone Number
China Telecom – South China	108001402453
China Netcom – North China	108007142438
Australia	1800531569
Hong Kong	800906230
Singapore	8008526404
Japan – Softbank	006633813795
Japan – NTT	0034800401224
New Zealand	0800440383
Taiwan (T&E only)	00801127912
Thailand	1800012193
India	0008000401898
Malaysia	1800818642
UAE	8000187085

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

**COTY**

**PURCHASE ORDER**

PO NUMBER	PO DATE	Revision Date
0000966184	18/NOV/2020	

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**BILLING ADDRESS**

Wells International Operations Switzerland SAG  
 Singapore Branch  
 1 Selegie Road, #02-01, The Working Capital,  
 Singapore 069019

**CONTACT DETAILS**

Vendor Contact :  
 Call phone :  
 Fax :  
 Email :

**SHIPPING ADDRESS**

Wells Singapore / Wells Singapore  
 31 North Buona Vista Drive #16  
 128589 Singapore Singapore

**VENDOR NAME AND ADDRESS**

**Buyer Name**  
 In-Name  
 Phone/Fax  
 Email

Requisitioner	Freight INCO-TERMS	Payment Terms	Mode of Transport

LINE	ITEM	ITEM DESCRIPTION	DELIVERY DATE	QTY	U/M	UNIT PRICE	TOTAL COST	TAX
10		TEST 0014 0000	16/NOV/2020	1	EA	100.00	100.00	

**TERMS AND CONDITIONS**

THIS PURCHASE ORDER IS HEREBY APPROVED BY AND REPRESENTS AN AGREEMENT WITH COTY'S TERMS AND CONDITIONS FOR THE PURCHASE HEREOF. COTY'S TERMS AND CONDITIONS OF SERVICE APPLY TO ALL COTY PURCHASES. PLEASE VISIT [www.wellsinternational.com](http://www.wellsinternational.com) FOR THE LATEST VERSION OF OUR TERMS AND CONDITIONS OF SERVICE. BY ACCEPTING THIS PURCHASE ORDER, THE PURCHASER AGREES TO THE TERMS AND CONDITIONS OF SERVICE AND TO HOLD COTY HARMLESS FROM ANY AND ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES, INCLUDING REASONABLE ATTORNEY'S FEES, ARISING OUT OF OR RESULTING FROM THE PURCHASE OF GOODS OR SERVICES FROM COTY. THE PURCHASER'S ACCEPTANCE OF THIS PURCHASE ORDER IS DEEMED TO BE AN ACCEPTANCE OF THE TERMS AND CONDITIONS OF SERVICE AND TO HOLD COTY HARMLESS FROM ANY AND ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES, INCLUDING REASONABLE ATTORNEY'S FEES, ARISING OUT OF OR RESULTING FROM THE PURCHASE OF GOODS OR SERVICES FROM COTY.

**SPECIAL INSTRUCTIONS AND COMMENTS**

Please be sure to include PO number on invoice. Missing PO number prevents invoice from being booked in our financial system.

**INVOICE SENDING ADDRESS**

Wells International Operations Switzerland SAG Singapore Branch  
 POBox: Singapore@com  
 1 Selegie Road, #02-01, The Working Capital,  
 Singapore 069019

Wells International Operations Switzerland SAG Singapore Branch  
 1 Selegie Road, #02-01, The Working Capital,  
 Singapore 069019  
 UEN No: T20P000468 GST Registration No: 4603756209