

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 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 invoicing 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.

Although Coty will transfer the Wella business to the new Wella group of companies at Closing, Coty will continue to support the Wella Company through a combination of Transitional Service Agreements (TSAs) and the establishment of operating models for a period of up to 27 months after Closing to ensure business continuity and momentum. During this period the documents you will receive may still show Coty's information or logo.

As a result, from **November 30, 2020** and during the transitional period (TSA), the Coty entity that is currently party to your contract will continue to act as counterparty to your agreement.

Consequently we are happy to share with you, that from **November 30, 2020** and during the transitional period (TSA), you will start receiving purchase orders for Professional Beauty and Retail Hair divisions External Operations business from The Wella Corporation instead of Coty US LLC and Noxell Corporation.

New Legal Entity	Address
The Wella Corporation	1400 Broadway Road Sanford, NC 27332 United States

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

Invoicing process changes

From **November 30, 2020**, any invoice submitted to the new legal entity will have to be addressed to:

Bill To Address	PDF Invoices	Paper Invoices
The Wella Corporation Company Code 3640 1400 Broadway Road Sanford, NC 27332 United States	3640_Wella_NAInvoices@cotyinc.com	The Wella Corporation Company Code 3640 Attn: NA SSC - Disbursements Dept 1400 Broadway Road Sanford, NC 27332 United States

Coty's 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.*



For any good receipt after **November 30, 2020**, the invoice should be issued with the new PO number and new Legal Entity mentioned in the purchase order. The New Purchase order number/Blanket Order Number will be communicated to you from **November 30, 2020**, onwards through the supplier program. The first digit of the old Purchase Order number will be replaced by a letter W (Note this only affects to existing POs before **November 30, 2020**, for new POs created after **November 30, 2020** the document number will start as usual by 4XX for finished goods and components POs, and by 3XX for additional fixed charges POs). The new Purchase Order number will be provided by Coty in the Supplier Program along with a conversion table. Your planning contact will provide a table cross-referencing old and new POs.

For any item previously invoiced but No Goods receipt has occurred before **November 30, 2020** the initial invoice should be cancelled and reissued with the new Purchase order number/Blanket Order Number and new Legal Entity mentioned in the purchase order. Check against your expected delivery date to identify this situation. After **November 30, 2020**, please make sure your ASN files are referencing to new PO number and to the new vendor ID in case of TPMs affected by Vendor deduplication.

Please do not hesitate to contact your Coty business partner, if you have any questions or would like to further clarify this upcoming change.

Contacting us for support

Enquiries related to invoicing or payments 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.

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 of companies' transition. We look forward to our continued relationship on this and other Coty 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:



PURCHASE ORDER

PO NUMBER	PO DATE	Revision Date
4501296688	17/SEP/2020	

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VENDOR NAME AND ADDRESS

BILLING ADDRESS

The Wellia Corporation
1400 Broadway Road
Spartanburg, SC 29302 (803) 840-5000

CONTACT DETAILS

SHIPPING ADDRESS

PULSARWAY INTERNATIONAL INC
20320 PRAIRIE ST
CITY OF WORTH CA 91311
USA

HSP Controller	
BY/PO/PAID BY	
Phone/Fax	
Email	
Lead Buyer	
Freight INC0-TERMS	
Payment Terms	
Mode of Transport	

LINE	ITEM	ITEM DESCRIPTION	UNIT PRICE	QTY	U/M	UNIT PRICE	TOTAL COST	TAX
10	8129862	HEAPLET WITH SCALA_BACKEND TONG. ORIGINATOR	10.00000000	10,000	PCE	604.741000	6,047.41	
							TOTAL NET	6,047.41
							TAXES TO USE	

Notes and observations:
THIS PURCHASE ORDER IS EXPRESSLY GOVERNED BY AND INTERPRETED IN ACCORDANCE WITH COTY'S TERMS AND CONDITIONS FOR THE PURCHASE OF GOODS AND SERVICES. THESE TERMS, INCLUDING AN ORDER/PURCHASE ORDER AND CONFIRMATION OF ORDER, ARE PART OF THE CONTRACT. BUYER'S AGREEMENT TO AN ORDER IS DEEMED TO BE ACCEPTANCE OF THESE TERMS AND CONDITIONS OF PERFORMANCE. BUYER'S AGREEMENT TO THESE PURCHASE ORDERS, CONTRACTS AND/OR ADDITIONAL INSTRUMENTS, ACCEPTANCE OF THE GOODS, ETC.

SPECIAL INSTRUCTIONS AND COMMENTS

PURCHASE ORDER NUMBER MUST BE ON INVOICE OR INVOICE PROCESSING WILL BE DELAYED.
PLEASE SEND ELECTRONIC INVOICES TO: WELLIA_SUPPORT@WELLIA.COM

INVOICE SENDING ADDRESS

The Wellia Corporation
1400 Broadway Road
Spartanburg, SC 29302
3665_Wellia_Support@wellia.com

APPROVAL SIGNATURE

Acknowledgment vendor signature

The Wellia Corporation
Pharmaceutical Products, Medicals and Instrumental Supplies
4105 DASHLEY AVENUE
WINDYBELL, GA 30087