

# 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 UK Ltd (GB360610137) instead of Coty UK&I Ltd (GB537422841), HFC Prestige Manufacturing UK Limited (GB239076589) and Coty Services UK Limited (GB537422841):

New Legal Entity	Address
Wella UK Ltd	7th Floor, St George's House, 5 St George's Road, Wimbledon, SW19 4DR

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	VAT ID	PDF Invoices	Paper Invoices
Wella UK Ltd Company Code 5430 7th Floor, St George's House, 5 St George's Road, Wimbledon, SW19 4DR	GB360610137	<a href="mailto:PDF.UK.HFC5430@wella.com">PDF.UK.HFC5430@wella.com</a>	Wella UK Ltd Company Code 5430 Bradfield Road Eureka Science Park, Ashford, Kent TN25 4AQ

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

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?

We would like hereby to notify you that our agreement with you will be transferred from Coty UK&I Ltd, HFC Prestige Manufacturing UK Limited and/or Coty Services UK Limited to Wella UK Ltd 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
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

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:

**ORDER NO. 3300905594**  
Issued on 21-Oct-2020 CEST  
Created on 21-Oct-2020 CEST

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**SUPPLIER:** **TOTAL AMOUNT**  
£12,500.00 GBP

**PLANT:**  
Wella UK - Wimbledon  
5 St George's Rd, Wimbledon, London  
WIMBLEDON  
SW19 4DR  
United Kingdom

**BILL TO:**  
Wella UK Ltd.  
7th Floor, St George's House - 5 St George's  
Road  
Wimbledon  
SW19 4DR  
United Kingdom

**DELIVERTO:**  
Shani Franklin  
Asset Class:  
ProfitCenterWarningLabel: Please check the profit center to make sure it is correct.If you are  
not sure, please ask your Finance team.

Payment Terms:  
Invoice Send To: Wella UK Ltd. Accounts Payable Department - Email: <PDF.UK.HFC5430@wella.com> Mail:  
Bradfield Road - Eureka Science Park - Ashford, KE TN25 4AQ United Kingdom  
IncoTerms: /  
VAT:

**LINE ITEM DETAILS (1 LINE ITEM )**

NO.	DESCRIPTION	PART NUMBER	QTY	NEED BY	UNIT PRICE	EXTENDED AMOUNT
1	Ariba Test 3 Reception SF20.10		1 each/piece/unit/item	20-Oct-2020 CEST	£12,500.00 GBP	£12,500.00 GBP

Full Description: Ariba Test 3 Reception SF20.10  
Req. Line No.: 1  
Requester: Shani Franklin  
PR No.: T2PR4001

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**TOTAL AMOUNT**  
£12,500.00 GBP

**COMMENTS**

- Shani Franklin, 20/10/2020:  
This PO replaces purchase order 3300905593. Purchase order 3300905593 is no longer valid (Shani Franklin, 20-Oct-2020 CEST)

**TERMS AND CONDITIONS OF PURCHASE:**  
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