



November 2021,

Dear Valued Supplier,

On December 1st, 2020, we successfully completed the transaction of our agreement with KKR for Coty's Professional and Retail Hair businesses, which resulted in the creation of our new Wella group.

As a follow-up of this separation project, Wella group is now running an IT transformation project in order to go live with its own ERP system and Ariba Network platform, which is expected to be fully operative by February 7th, 2022.

Thank you for your help thus far as we prepare to establish the Wella group 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 business will continue to operate with Wella group of companies.

***Please note the following exceptional situations before proceeding:**

- If you are also a **Wella customer**, you will receive a separate letter from our Wella Commercial colleagues that gives more specific guidance on trade spend, the issuing of invoices, debit notes and making claims. Rest assured, there is no contradictory guidance in those communications, **what is included below is also true for you in your capacity as a Wella customer.**
- If you are sending today your invoices to a third-party invoice management provider (**Control Pay, BBA**), please ignore the **Wella email addresses below**. We will be communicating shortly about the potential new details.

WHY ARE WE REACHING YOU?

We are contacting you as you have been identified as one of Wella suppliers **located in AMERICAS.**

As of February 1st, all Wella operations will be managed through Legal entities owned by Wella group under its own system. As a result, the activity related to Wella will be managed as stated below starting from February 1st.

This letter contains detailed changes and information that will apply to future transactions with Wella Company Brands. The main brands impacted by the transition are:



CLAIROL

O·P·I
LOS ANGELES



Note: You can check the complete list of the impacted Wella company brands at the end of the communication.

The main topics we would like to inform you about in this communication are as listed below:

1. **Changes to apply on current Wella Legal Entity details;** these changes, detailed in the table below, relate to new addresses, emailing address and in some cases new legal entity name
2. Impact on the **Invoicing process** during and after system transition
3. **Support contact** addresses for each Country
4. Future **communications**

1. Changes to apply on current Wella Legal Entity details

Due to this separation process, the next step on our journey is to restructure the business with some changes to apply on current Wella Legal entities from February 1st, 2022 onwards.

These changes, detailed in the table below, relate to new addresses, new emailing address and in some cases new legal entity name.

All of **these changes will not be effective until February 1st, 2022 onwards**. So please do not make any use of the emails, as they would only be working from February 1st, 2022. Until then, please keep reaching your usual Wella Business contact for enquiries.

Until that transfer date, please continue operating As- Is by using the same information as the ones as you have been using so far. **Note: deliveries and systems will be frozen from 1st to 6th of February 2022, both included, which is a Blackout period dedicated to an internal system change.**

Note: Please pay careful attention to the cells **highlighted**, as these are the columns where most of the information is updated.

Country of the Legal Entity	Wella Legal Entity name	Invoice Mailing Address – Feb 22' onwards	Office Address	VAT ID
CANADA	From: <u>5600</u> Wella Beauty Canada ULC To: <u>3600</u> Wella Beauty Canada ULC	PDF.CA.3600@wella.com	171 East Liberty Street, Unit 130 M6K 3P6	71889 3472
PUERTO RICO	From: <u>5610</u> Wella Puerto Rico LLC To: <u>3610</u> Wella Puerto Rico LLC	PDF.US.3610@wella.com	Metro Office Park, Street #1Colgate Palmolive Building, Suite #100 GUAYNABO, PR00968-1717	1182504-0018
UNITED STATES	From: <u>5640</u> Wella Operations US LLC To: <u>3640</u> Wella Operations US LLC	PDF.US.3640@wella.com	4501 Park Granada Suite Calabasas 91302 California	N/A
MEXICO	From: <u>3550</u> HFC Prestige International S. de R.L. To: <u>3550</u> HFC Prestige International S. de R.L.	PDF.MX.3550@wella.com	Montes Urales 424 PB C-106 04A-103 Lomas de Chapultepec V Sección CP 11000 Alcaldía Miguel Hidalgo, CDMX, México	HPI151026PJ7

MEXICO	<p>From: <u>3560</u> HFC Cosmetics S.de R.L. de C.V.</p> <p>To: <u>3560</u> HFC Cosmetics S.de R.L. de C.V.</p>	PDF.MX.3560@wella.com	Montes Urales 424 PB C-106 04A-103 Lomas de Chapultepec V Sección CP 11000 Alcaldía Miguel Hidalgo, CDMX, México	HCO150924TS9
MEXICO	<p>From: <u>3570</u> Galería Productora De Cosmeticos, S. de R.L. de C.V</p> <p>To: <u>3570</u> Galería Productora De Cosmeticos, S. de R.L. de C.V.</p>	3570.GaleriaPdC.LAInvoices@wella.com	Av. Ferrocarril Norte 100 Col.Caleras de Ameche Apaseo el Grande Guanajuato C.P. 38177	GPC150827DY8

2. IMPACT ON THE INVOICING PROCESS DURING SYSTEM TRANSITION

In a near future, you will receive a specific and communication regarding this topic with detailed information on the different scenarios you could face **as well as the actions to be taken during invoicing process for each of these scenarios.**

From a general perspective, this would be the way to handle your invoices:

- For services and goods provided before February 1st,2022 – Send your invoice for processing to current Wella Legal Entity information as of today.
- For services and goods provided from February 1st,2022 onwards – Submit the invoice to the billing address mentioned on the table above.

This is a general example. For particular cases, we will come back with more details in the **future communication.**

3. SUPPORT CONTACT ADRESSES FOR EACH COUNTRY

From February 1st,2022 onwards, please refer to the following contacts:

For business related enquiries, please reach to your usual Wella Business contact.

For invoicing/financial enquiries, please reach out to the appropriate email address listed below based on the country where Wella company is established.

- 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.

Below, you may find the corresponding contact support e-mail address for any further queries you may have.

AP HELPDESK CONTACT INFORMATION	
Country	E-mail address
CANADA	HELPDESK.CA.3600@wella.com
MEXICO	HELPDESK.MX.3550@wella.com HELPDESK.MX.3560@wella.com HELPDESK.MX.3570@wella.com
PUERTO RICO	HELPDESK.US.3610@wella.com
UNITED STATES	HELPDESK.US.3640@wella.com

Note: Please, for helpdesk contact refer to your corresponding company code number that appears in the PO Form.

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 your contact person in our procurement organization.

4. FUTURE COMMUNICATION

In line to our communication plan, please find listed below the following letters you will soon receive from our side:

- **Detailed invoices communication.** Providing specific information in terms of invoicing process impacts to avoid billing issues during systems transition
- **Supplier's website communication.** We encourage you to visit our supplier website at: [Supplier's website](#) to discover the latest news and detailed information on maintaining a successful partnership with us.

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

ALL WELLA COMPANY BRANDS



CLAIROL

O·P·I



NIOXIN.

weDo/
PROFESSIONAL

CLAIROL
PROFESSIONAL

PROFESSIONAL
SEBASTIAN



SASSOON
PROFESSIONAL

Londa
PROFESSIONAL

Kadus
PROFESSIONAL

