



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 **under a Coty owned Legal Entity located in APAC.**

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 currently performed via Coty owned legal entities will be managed as stated below starting from February 1<sup>st</sup>.

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



CLAIROL



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. **New Legal Entity structure for Wella Business currently under Coty owned Legal Entities**
2. Impact on the **Invoicing process** during and after system transition
3. **Support contact** addresses for each Country
4. Future **communications**

# 1. New Legal Entity structure for Wella Business currently under Coty owned Legal Entities

Due to this separation process, the next step on our journey is to restructure the business under the new legal entity structure that will take place from February 1st, 2022 onwards.

As of February 1<sup>st</sup>, we will be transferring operations to the **new Legal Entity structure**, detailed below. As a result of this transfer, the Purchase orders and blanket orders related to your business with Wella will be issued by the new Wella owned Legal Entity shown on the table below.

Until that transfer date, please continue operating As-Is under the current Coty owned Legal Entity.

**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.**

To proceed, the following table shows the Legal Entity changes that will apply to allow Wella to act and trade as an independent company, fully separated from Coty.

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.

**PLEASE NOTE THAT THIS IS VALID FOR YOUR BUSINESS ASSOCIATED WITH THE WELLA BRANDS ONLY. BUSINESS NOT RELATED TO THESE BRANDS WILL CONTINUE WITH COTY.**

**\*ATTENTION: All email address has been changed to the @wella.com domain \***

Country of the Legal Entity	If your business for the Wella brands is with this legal entity	Use this legalentity AFTER Separation date	Invoice Mailing Address –Feb 22’ onwards	Office Address	VAT ID
AUSTRALIA	<u>3000</u> Coty Australia Pty Ltd	<u>3000</u> Wella Australia Pty Ltd	PDFinv.3000@wella.com	Level 9, 1 Market Street, Sydney NSW 2000	ABN62643427 669
SINGAPORE	<u>3080</u> HFC Prestige Intl Op	<u>3080</u> Wella IOS Sing	PDFinv.3080@wella.com	1 Keong Saik Road, #02-21, The Working Capitol, Singapore 089109	M90373602G

## 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 1<sup>st</sup>,2022 – Send your invoice for processing to current Coty Legal Entity as of today.
- For services and goods provided from February 1<sup>st</sup>,2022 onwards – Submit the invoice to the new 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 ADDRESSES FOR EACH COUNTRY

From February 1<sup>st</sup>,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.**

When contacting them, please be sure to include the following information in the email:

- 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
AUSTRALIA	AP.Helpdesk.AU@wella.com
SINGAPORE	AP.Helpdesk.SG@wella.com

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



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NIOXIN

weDo/  
PROFESSIONAL

CLAIROL  
PROFESSIONAL

PROFESSIONAL  
SEBASTIAN



SASSOON  
PROFESSIONAL

Londa  
PROFESSIONAL

Kadus  
PROFESSIONAL

