



December 2021

Dear valued supplier,

As a Wella supplier, you were informed in our previous communication regarding Legal Entity changes. February 1, all Wella operations currently under Coty owned Legal entities will be managed under new Legal entities owned by Wella.

As a follow-up of our communication plan, we are pleased to inform you how to manage the invoicing process during this transitional period.

To provide you with the best service, ensure timely processing and correct payment of your invoices, please read this communication carefully to make sure you will be taking the appropriate actions.

*Note: If for any reason you did not receive the previous communication related to Legal Entity changes, please visit the [Supplier's website](#) where you will find all previously sent communications or reach your usual Wella Business contact.*

**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.**

\*if you provide freight services, you will receive a separate letter from our Wella team that gives more specific guidance on invoicing management process.

### How do I know where to invoice as of Separation date?

Please find below the Legal Entity where the invoice may be sent to according to its delivery date. Check against your expected delivery date to identify this situation.

For services and goods provided before January 28, 2022:

Send your invoice for processing to **current Coty Legal Entity as of today.**

For services & goods provided as of February 7, 2022 onwards:

Send your invoice to the **new Wella owned Legal entity billing address- as shown on the previous communication sent.**

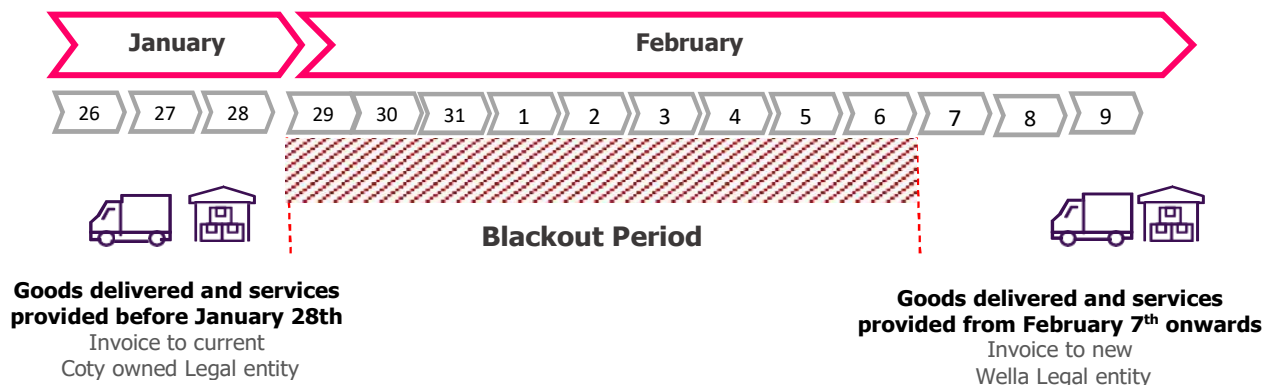
  

Country	If your business for the Wella brands is with this legal entity	Use this legal entity AFTER Separation date	Paper invoices	Invoice mailing Address *	Office Address	VAT ID
AUSTRIA	3100 Coty Beauty Austria GmbH	3100 Wella Austria GmbH	EUROPLAZA 2E, Technologiestraße 10, 4. Obergeschoss (4th floor) 1120 Vienna, Austria	PDF.AT.3100@wella.com	EUROPLAZA 2E, Technologiestraße10, 4. Obergeschoss (4th floor) 1120 Vienna, Austria	ATU75991205
BELGIUM	3470 Coty Belgium B.V.	3470 Wella Belgium B.V.	Chaussée de La Hulpe, 181. Watermaal-Bosvoorde. P.C.1170	PDF.BE.3470@wella.com	Chaussée de La Hulpe, 181. Watermaal-Bosvoorde. P.C.1170	BE0754488170

Note: Any invoice related to Wella activities in Coty entities not received/rendered before that January 28 will be rejected and sent back to supplier for proper invoicing to new Wella entities.

## What are the key dates and which actions should I take as a supplier?

### Key dates



Please be advised that deliveries and systems will be frozen from January 28 to February 6, 2022. This period is a **Blackout period** dedicated to an internal system change. No PO will be issued, and no deliveries will be accepted or processed in Wella systems during that period.

### Which actions should I take as a supplier?

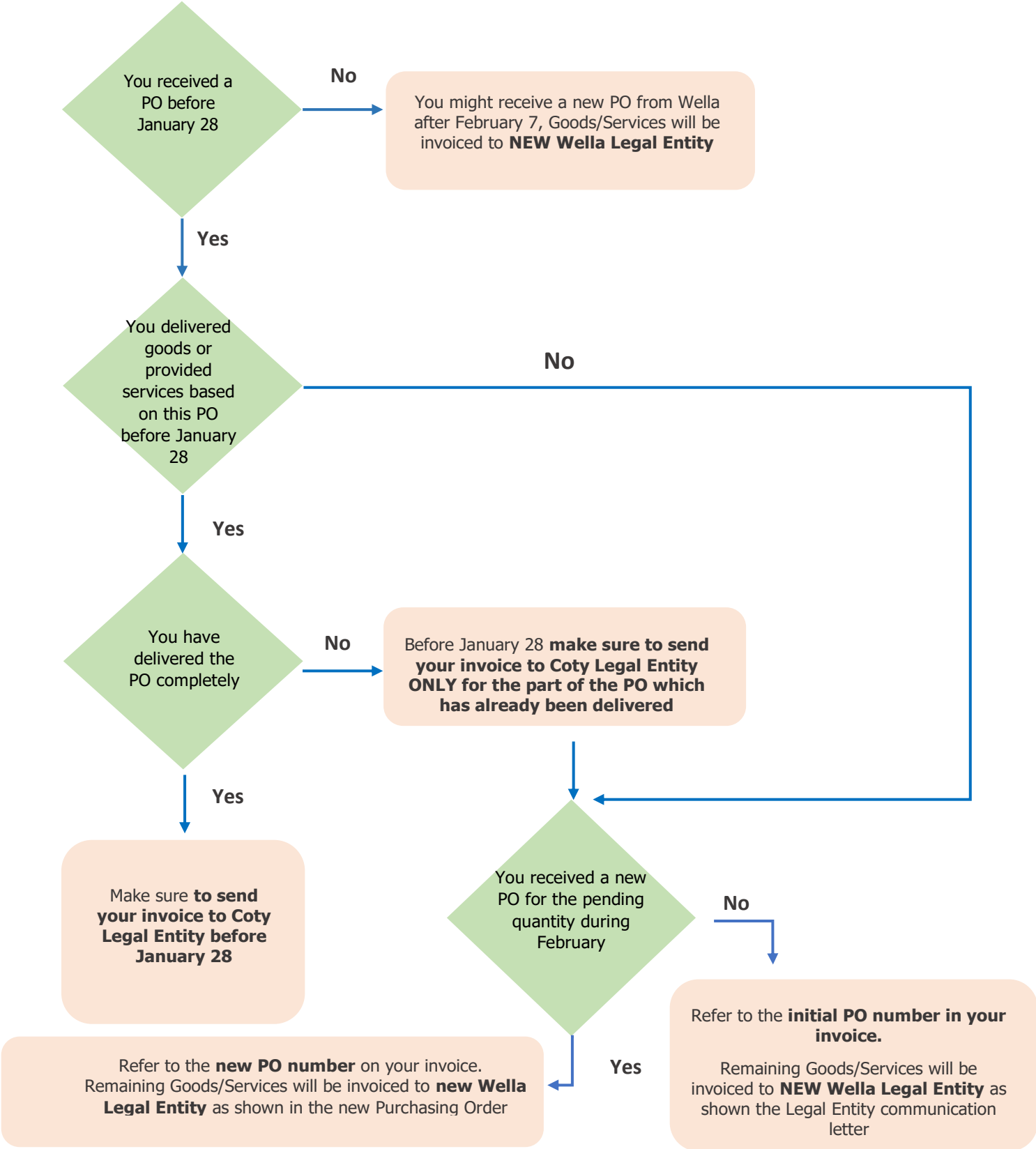
Please consider the following scenarios and actions to be taken as a supplier to manage the different invoicing situations.

- **You received a Purchase Order before January 28 and provided goods/services before January 28 but did not send your invoice yet.**
  1. Issue the invoice for the goods/services to current Coty Legal Entity, as of today. In this case, please try as much as possible to send your invoice to current Coty Legal Entity before January 28.
  2. In this scenario, please note that if you send your invoice to the new Wella Legal Entity for goods/services provided before January 28, your invoice will be rejected by Wella and you will be instructed by Wella to send this invoice to Coty Legal Entity.
- **You received a Purchase Order before January 28 and have pending goods/services to be provided after February 7**
  1. Your Purchase Order will be considered as an Open PO and will be migrated to new Wella systems under new Wella Legal Entity with the remaining quantity of goods/services to be provided
  2. In certain cases, after February 7, you will receive a replacement PO with a new PO number. If this is the case, please make sure to reflect this new PO number on your future invoice. If you do not receive a replacement PO, please work under the same PO number and invoice to the new Wella Legal Entity.
  3. After pending goods/services are delivered, you will need to send your invoice to the New Wella Legal Entity for the quantity delivered after February 7. Please refer to the new Wella LE details shown in the new Purchase Order from Wella or in the Legal Entity communication you received earlier.
  4. Please note, that if you send your invoice to the current Coty Legal Entity for goods or services provided after January 28, your invoice will be rejected by Coty and you will be instructed by Coty to send this invoice to new Wella Legal Entity.
- **You already invoiced Coty for goods/services that will be provided from February 7 onwards**
  1. Your invoice for goods/services will be rejected and returned to you.
  2. Your Purchase Order will be considered as an Open PO and will be migrated to Wella systems with the quantity of goods/services to be provided from February 7 onwards.
  3. In certain cases, after February 7, you will receive a replacement PO with a new PO number. If this is the case, please make sure to reflect this new PO number in your future invoice. If you do not receive a replacement PO, work under the same PO number.
  4. Issue the invoice for the quantity delivered after February 7 to the New Wella Legal Entity. Please refer to the new Wella LE details shown in the new Purchase Order from Wella or in the Legal Entity communication you received earlier.

**Please, note to follow above instructions properly, otherwise it will result in a delay of the payments**

To ease your understanding, please find below a flow chart which should help you to navigate in the different scenarios that you might face.

**Suppliers' actions Flow chart**



You can find the Legal Entity you are currently invoicing in the Purchasing Order document from Wella, shown below.

As we move through this transitional period, please pay close attention to the Bill To address in the new Purchase Orders you will receive from Wella, as these will provide the necessary information.

**ORDER NO. 3301041438**

Issued on 4-Oct-2021 CEST  
Created on 4-Oct-2021 CEST by EU Ariba : Approver/Prepare/Receiver/Req T\_EU\_A\_AP\_01

**SUPPLIER:**  
ASECCA LIMITED  
43 The Green House NORTHGATE,  
LANCASTER  
LA3 3PA  
United Kingdom  
Phone: +44 9999999999

**TOTAL AMOUNT**  
€2,900.00 EUR

**PLANT:**  
Wella Austria - Wien  
EUROPLAZA 2E, Technologiestraße 10,  
4. Obergeschoss 4th floor  
1120 Wien  
Austria

**BILL TO:**  
Wella Austria GmbH  
EUROPLAZA 2E, Technologiestraße 10, 4.  
Obergeschoss (4th floor)  
1120 Wien  
Austria  
Phone: +43 143-1-81005030

**DELIVER TO:**  
EU Ariba : Approver/Prepare/Receiver/Req  
T\_EU\_A\_AP\_01

Payment Terms: 90 Days Payment - Fix day payment on 15th or EOM  
Invoice Send To: Wella Austria GmbH EUROPLAZA 2E, Technologiestraße 10, 4. Obergeschoss (4th floor)  
PDF.AT.3100@wella.com | Wien, 1120 Austria  
Incoterms: /  
VAT: ATU75991205 *Refer to this number in the PDF address to send Invoices*

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

NO.	DESCRIPTION	PART NUMBER	QTY	NEED BY	UNIT PRICE	EXTENDED AMOUNT
1	EZE 3100 CAT2 Capex		100	5-Oct-2021	€29.00 EUR	€2,900.00 EUR
			each/piece/unit/item	CEST		

Full Description: EZE\_3100\_CAT2\_Capex

Req. Line No.: 1  
Requester: EU Ariba : Approver/Prepare/Receiver/Req T\_EU\_A\_AP\_01  
PR No.: PR1014

**TOTAL AMOUNT**  
€2,900.00 EUR

**TERMS AND CONDITIONS OF PURCHASE:**

DIESER AUFTRAG UNTERliegt WELLA COMPANY ALLGEMEINEN ENKAUFBEDINGUNGEN DES LANDES IN DEM SICH DIE WELLA COMPANY KAUFERFIRMA BEFINDET. ERGÄNZLICH UNTER <https://www.wella.com/company/supplier/terms-and-conditions-code-conduct> ("WELLA COMPANY T&C") MIT DEM ERSTELLEN EINER RECHNUNG BEZÜGLICH DIESES AUFTRAGES ODER DEM BEGINN DER LEISTUNGSERBRINGUNG BEZÜGLICH DIESES AUFTRAGES ERGEBEN SICH DIE VERKAUF-BEDINGUNGEN DER WELLA COMPANY'S I.N.C. AUSDRÜCKLICH UND OHNE VORRANG. I.A.M.  
THIS PURCHASE ORDER IS EXPRESSLY GOVERNED BY AND INTERPRETED IN ACCORDANCE WITH WELLA COMPANY'S TERMS AND CONDITIONS FOR THE COUNTRY WHERE WELLA COMPANY BUYER ENTITY IS LOCATED ("WELLA COMPANY T&C") AVAILABLE AT <https://www.wella.com/company/supplier/terms-and-conditions-code-conduct> SUPPLIER'S ISSUANCE OF AN INVOICE IN RESPONSE OF THIS PURCHASE ORDER OR ANY COMMENCEMENT OF PERFORMANCE AGAINST THIS PURCHASE ORDER, CONSTITUTES SUPPLIER'S UNCONDITIONAL ACCEPTANCE OF THE WELLA COMPANY T&C.



PO NUMBER	PO DATE	Revision Date
3301075380	09/09/2021	

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**BILLING ADDRESS**

**VENDOR NAME AND ADDRESS**

**CONTACT DETAILS**  
Wella Contact :  
Doc: 000001  
Fax :  
Email : 315100300555.000

**SHIPPING ADDRESS**

**Buyer Name**  
**Phone/Fax**  
**Email**

**Requisitioner**   **Freight INCO-TERMS**   **Payment Terms**   **Mode of Transport**

ITEM	UOM	ITEM DESCRIPTION	DELIVERY DATE	QTY	U/M	UNIT PRICE	NORMAL COST	VAT
10		TRANSFER FROM NEW OUTBACK RUP 01 05 Code	31/08/2021	100	EA	1.00	241,430.00	

**TOTAL NET VALUE TO PO**   241,430.00

**SPECIAL INSTRUCTIONS AND COMMENTS**

Please be sure to include PO number in letterhead. Making PO number primary letterhead being linked to our financial system.

**INVOICE SENDING ADDRESS**

ISSUE COMPLETE PRIVATE LETTERS  
Acknowledge/waiver expectations

Legal Entity where invoice must be sent to

Legal Entity where invoice must be sent to

## What should I do if I am providing my invoices to a freight invoice audit company today for the business related to Wella?

If you are sending your invoice to a freight invoice audit company today, **continue sending them to the same freight invoice audit company.**

If you are working with **Control Pay**:

- As of January 31, 2022, please use the following email address to send your invoices and your pre-invoice files: [wella.invoices.processing@controlpay.com](mailto:wella.invoices.processing@controlpay.com). If you are used to upload your invoices through the Control Pay tool, please continue working the same way.
- Credentials to access the new Control Pay environment for Wella will be directly provided by Control Pay in the coming weeks.
- Overall process will remain the same.
- Make sure to address your invoice to the correct Legal Entity (Bill to) as previously indicated.

If you are working with **Berman, Blake Associates (BBA)**:

- We expect minimal impact on the process, you will receive further communication on this matter.
- Make sure to address your invoice to the correct Legal Entity (Bill to) as previously indicated.

## Contacting us for support

Please, for any questions or inquiries regarding invoicing during this transitional period, please reach your usual Wella Business contact.

From February 7, 2022, onwards, invoicing inquiries must be made by emailing or calling the Wella Account 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. 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.

AMERICAS AP HELPDESK CONTACT INFORMATION	
Country	E-mail address
CANADA	<a href="mailto:HELPDESK.CA.3600@wella.com">HELPDESK.CA.3600@wella.com</a> <a href="mailto:HELPDESK.CA.3590@wella.com">HELPDESK.CA.3590@wella.com</a>
PUERTO RICO	<a href="mailto:HELPDESK.US.3610@wella.com">HELPDESK.US.3610@wella.com</a>
UNITED STATES	<a href="mailto:HELPDESK.US.0187@wella.com">HELPDESK.US.0187@wella.com</a> <a href="mailto:HELPDESK.US.3640@wella.com">HELPDESK.US.3640@wella.com</a> <a href="mailto:HELPDESK.US.3650@wella.com">HELPDESK.US.3650@wella.com</a> <a href="mailto:HELPDESK.US.3660@wella.com">HELPDESK.US.3660@wella.com</a> <a href="mailto:HELPDESK.US.3670@wella.com">HELPDESK.US.3670@wella.com</a> <a href="mailto:HELPDESK.US.3680@wella.com">HELPDESK.US.3680@wella.com</a> <a href="mailto:HELPDESK.US.4250@wella.com">HELPDESK.US.4250@wella.com</a>

## EMEA AP HELPDESK CONTACT INFORMATION

Country	Co.Code	Email address
Austria	3100	<a href="mailto:AP.QUERIES.DACH@wella.com">AP.QUERIES.DACH@wella.com</a>
Belgium	3470	<a href="mailto:AP.QUERIES.BNL@wella.com">AP.QUERIES.BNL@wella.com</a>
Denmark	3110	<a href="mailto:AP.QUERIES.NORDICS@wella.com">AP.QUERIES.NORDICS@wella.com</a>
Finland	3120	<a href="mailto:AP.QUERIES.NORDICS@wella.com">AP.QUERIES.NORDICS@wella.com</a>
France	3130	<a href="mailto:AP.QUERIES.FR.3130@wella.com">AP.QUERIES.FR.3130@wella.com</a>
Germany	3210	<a href="mailto:AP.QUERIES.DACH@wella.com">AP.QUERIES.DACH@wella.com</a>
Germany	3220	<a href="mailto:AP.QUERIES.DACH@wella.com">AP.QUERIES.DACH@wella.com</a>
Germany	3170	<a href="mailto:AP.QUERIES.DACH@wella.com">AP.QUERIES.DACH@wella.com</a>
Germany	5710	<a href="mailto:AP.QUERIES.DACH@wella.com">AP.QUERIES.DACH@wella.com</a>
Germany	5700	<a href="mailto:AP.QUERIES.DACH@wella.com">AP.QUERIES.DACH@wella.com</a>
Germany	5720	<a href="mailto:AP.QUERIES.DACH@wella.com">AP.QUERIES.DACH@wella.com</a>
Greece	3230	<a href="mailto:AP.QUERIES.greece@wella.com">AP.QUERIES.greece@wella.com</a>
Ireland	3240	<a href="mailto:AP.QUERIES.UKI@wella.com">AP.QUERIES.UKI@wella.com</a>
Italy	3260	<a href="mailto:AP.QUERIES.IT.3260@wella.com">AP.QUERIES.IT.3260@wella.com</a>
Netherlands	3290	<a href="mailto:AP.QUERIES.BNL@wella.com">AP.QUERIES.BNL@wella.com</a>
Norway	3300	<a href="mailto:AP.QUERIES.NORDICS@wella.com">AP.QUERIES.NORDICS@wella.com</a>
Poland	3310	<a href="mailto:AP.QUERIES.PL.3310@wella.com">AP.QUERIES.PL.3310@wella.com</a>
Portugal	3480	<a href="mailto:AP.QUERIES.PT.3480@wella.com">AP.QUERIES.PT.3480@wella.com</a>
Spain	3350	<a href="mailto:AP.QUERIES.ES.3350@wella.com">AP.QUERIES.ES.3350@wella.com</a>
Sweden	3380	<a href="mailto:AP.QUERIES.NORDICS@wella.com">AP.QUERIES.NORDICS@wella.com</a>
Switzerland	3390	<a href="mailto:AP.QUERIES.DACH@wella.com">AP.QUERIES.DACH@wella.com</a>
Switzerland	3400	<a href="mailto:AP.QUERIES.GENEVA@wella.com">AP.QUERIES.GENEVA@wella.com</a>
Switzerland	3420	<a href="mailto:AP.QUERIES.GENEVA@wella.com">AP.QUERIES.GENEVA@wella.com</a>
UK	3430	<a href="mailto:AP.QUERIES.UKI@wella.com">AP.QUERIES.UKI@wella.com</a>
UK	5770	<a href="mailto:AP.QUERIES.UK.5770@wella.com">AP.QUERIES.UK.5770@wella.com</a>
RUSSIA	3330	<a href="mailto:AP.QUERIES.RU.3330@wella.com">AP.QUERIES.RU.3330@wella.com</a>
RUSSIA	3340	<a href="mailto:AP.QUERIES.RU.3340@wella.com">AP.QUERIES.RU.3340@wella.com</a>
MEA	5730	<a href="mailto:HELPDESK.AE.5730@wella.com">HELPDESK.AE.5730@wella.com</a>

APAC AP HELPDESK CONTACT INFORMATION	
Country	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
NEW ZEALAND	AP.Helpdesk.NZ@wella.com
SINGAPORE	AP.Helpdesk.SG@wella.com
THAILAND	AP.Helpdesk.TH@wella.com
HONG KONG	infohk@ghdhair.com

### Further Information in our supplier website

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. If you have any questions, please do not hesitate to contact your main contact at Wella.

Once again, thank you for your support in 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