



December 2021

Dear supplier,

As a Wella supplier, you have already received our previous communication regarding a change of legal entities through which our Company's operations will be managed.

Since February 1, 2020, all Wella Company operations will be managed through a legal entity of Wella Rus LLC.

Key information on **Wella Rus LLC**:

Actual and Registered Address:

125171 Moscow, Leningradskoye Highway, 16A, bld. 1, 3rd floor, office 3

INN (Taxpayer Identification Number): 7743344565

E-mail of the Accounts Payable (AP) Help Desk team: AP.RU@wella.com

Note: If for any reason you have not received 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 for any question that may arise.

PLEASE NOTE THAT THIS INFORMATION IS VALID FOR YOU ONLY IF YOUR BUSINESS IS ASSOCIATED WITH THE WELLA BRANDS. BUSINESS NOT RELATED TO THESE BRANDS WILL CONTINUE TO WORK WITH A COTY-OWNED LEGAL ENTITY OF RUSSWELL LLC.

Key information on **Russwell LLC**:

Actual Address:

125171 Moscow, Leningradskoye Highway, 16A, bld. 1, 3rd floor

Registered Address:

125171 Moscow, Leningradskoye Highway, 16A, bld. 2

INN (Taxpayer Identification Number): 7704098732

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

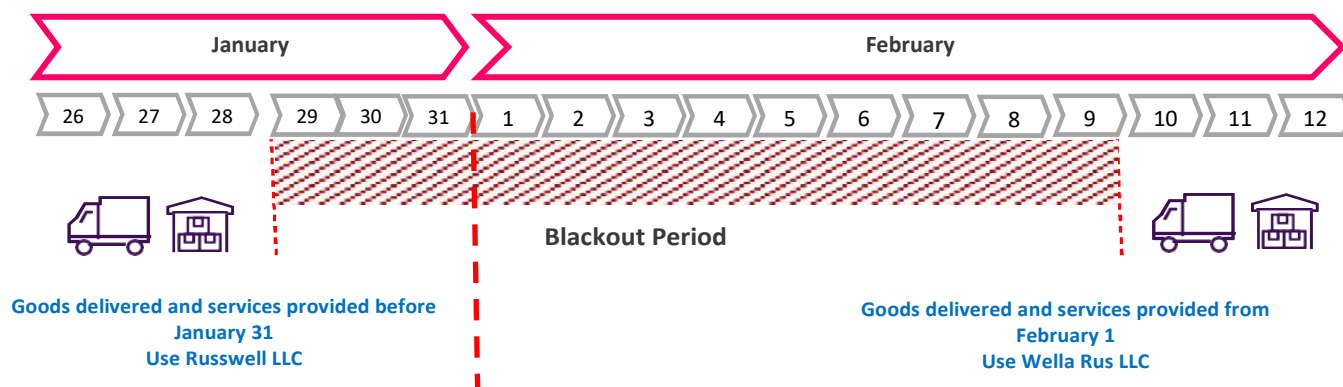
To provide you with the best service, ensure timely processing and correct payment of your invoices, please read this communication carefully to make sure you will be taking the appropriate actions.

A main principle of identification of a Legal Entity through which delivery of goods/services is performed:

- Through January 31, 2022, goods/services are supplied through the Legal Entity of Russwell LLC.
- From February 1, 2022, goods/services are supplied through the Legal Entity of Wella Rus LLC.

It's a general rule. In certain cases we will provide you with more details below.

Key dates



Please be advised that deliveries and systems will be frozen from January 28 to February 9, 2022. This period is a **Blackout period** dedicated to a change of the Wella internal information system. No purchase orders 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 provided goods/services before January 31 (incl.), but did not send your invoice yet.**

1. Issue the invoice for the goods/services to Russwell LLC. In this case, please try to send your invoice before January 31.
2. If you send your invoice for the goods/services provided before January 31 to the new Wella Legal Entity, your invoice will be rejected by Wella and you will be instructed by Wella to send this invoice to Russwell LLC.

➤ **You received a PO and have pending goods/services to be provided in the period from February 1st to 10th**

1. Make sure that your order is made by a Legal Entity of Wella Rus LLC.
2. During the Blackout period purchase orders (PO) will not be issued, so you will get the number of a purchase order (PO) from a new information system after February 10. In this case, please make sure to reflect this new PO number in your future invoice to Wella Rus LLC.
3. Please note that if you issue an invoice for goods/services provided after February 1 to the current Coty-owned Legal Entity, your invoice will be rejected by Coty and you will be instructed by Coty to send this invoice to Wella Rus LLC.

➤ **You already invoiced Russwell LLC for goods/services that will be provided from February 1 onwards**

Your invoice for goods/services will be rejected and returned to you, and you will be instructed to send this invoice to Wella Rus LLC.

➤ **You intend to provide goods/services after February 10**

1. Make sure that your order is made by a Legal Entity of Wella Rus LLC.
2. After February 10, you will receive a PO number from a new information system. In this case, please make sure to reflect this new PO number in your future invoice to Wella Rus LLC.
3. Please note that if you issue an invoice for goods/services provided after February 1 to the current Coty-owned Legal Entity, your invoice will be rejected by Coty and you will be instructed by Coty to send this invoice to Wella Rus LLC.

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

Contacting us for support

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

From February 10, 2022, onwards, inquiries about invoices issued to Wella Rus LLC and questions regarding your invoice payment procedure can be emailed to the Wella Accounts Payable (AP) Help Desk team.

E-mail of the Accounts Payable (AP) Help Desk team: AP.RU@wella.com

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 that 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.

Further information is provided on our Supplier's website

We encourage you to visit our supplier website [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.

Best regards,



Stephanie Gemmell
Chief Procurement Officer, Wella Company